

USA<sup>TM</sup>  
LACROSSE



USA LACROSSE  
APPEALS SOP

JUNE 2022

# SUBMITTING AND REVIEWING APPEALS SOP

Below is the standard operating procedure (SOP) for the submission and review of an appeal. An appeal is submitted to USA Lacrosse (USAL) following: a confirmed report of criminal misconduct or a "Red Light" on the individual's required background check report.

1. Upon receiving a "Red Light" on a background check report or a substantiated report of criminal misconduct, USAL will:
  - a. Change the membership status to Suspended.
  - b. Send a Notice of Temporary Suspension of Membership to the individual that includes the reason for the suspension.
  - c. Send instructions for submitting the appeal.
2. A member will have twenty (20) days from the date issued on the Notice of Temporary Suspension of Membership to submit the required documentation to USAL:
  - a. A letter describing the context in which the offense occurred and the basis upon which they believe that relief from the suspension of their membership is appropriate.
  - b. Two (2) letters of recommendation from non-family members in their community. Those providing a letter recommendation on behalf of the member must include their professional title, valid phone number, and signature.
3. If an appeal is not submitted within the allotted twenty (20) days, the temporary suspension will become permanent, and the member will be notified that membership is terminated.
4. Upon receipt of an appeal with all of the required documents, the Manager, Athlete Protection and Safety will:
  - a. Review the appeal documents and original report.
  - b. Conduct any investigation deemed appropriate.
  - c. Review the report, the appeal document, and all information gathered outside of the original report.
  - d. Draft a recommendation for accepting or denying the appeal.
  - e. Forward the materials and the recommendation to the Misconduct and Appeals Review Subcommittee (MARS).
5. The MARS will review the recommendation and accompanying materials and issue one of the following final decisions:
  - a. Deny the appeal, thereby terminating membership and preventing future application.
  - b. Grant the appeal with condition(s), in which case membership will remain suspended until the conditions are completed. Membership remains suspended until the required action(s) are completed, then reinstated to active.
  - c. Grant the appeal without condition(s), in which case, membership is reinstated to active.



6. A notification will be sent to the member informing them of the final decision and any condition(s) regarding the appeal.

NOTE 1: If a substantiated report of criminal misconduct is under active investigation by law enforcement or another governmental agency having jurisdiction over the conduct USAL may, at its discretion:

- a. Delay acting on the appeal until the investigation concludes.
- b. Act on the appeal and either issue a final decision or issue a decision subject to reconsideration upon conclusion of the investigation.

While a case is active/open the Manager, Athlete Protection and Safety will regularly follow-up with the local authorities to stay up to date on the status of the case. Follow-up will occur as long as the case is active/open.

An appeal can be submitted to USAL anytime while a confirmed report of criminal misconduct case is active/open. Upon learning that the status of a confirmed report of criminal misconduct case has changed to inactive/open or has been closed, then it will be communicated to the member that they have twenty (20) days to submit the appeal to USAL.

NOTE 2: If there is a “Red Flag” report or confirmed report of criminal misconduct for an individual involved with the USAL National Teams, then there are three (3) differences in the overall appeal process:

- a. In addition to membership suspension, involvement in all National Team activities will be suspended.
- b. The appeal review will occur in consultation with outside counsel.
- c. A decision to deny the appeal will result in termination of USAL membership and National Team involvement.