East Central SAFE Structure/Procedure

**East Central Procedures for game day issues**

Complaint comes in by the follow methods:

* Email sent to:
	+ East Central Director of Operations
	+ East Central Board Member
* Game incident report received by
	+ District Administrator – Jot form on East Central Website <http://www.ecdsoccer.org/page/show/772591-game-incident-report>
* Game Officials used by referees to report cards, field, coach or spectator issues
	+ East Central SAFE Director
	+ East Central Director of Operations
	+ East Central Games Commissioner
	+ East Central Referee Commissioner

Procedure to address the areas of complaints

* Player Carding
	+ Yellow
		- No action if total number of cards is under 3 cards per player in a season
	+ Red
		- East Central SAFE Director gathers facts with East Central Director of Operations
		- East Central Games Commissioner is notified and all facts presented.
		- East Central Games Commissioner and East Central Safe Director will determine number of games for a player’s red card. East Central President will break a tie in number of games served.
			* Ruling is made by following East Central Rules and Regs. on number of games for various violations
	+ East Central Safe Director will maintain records of steps taken and replies to any issues
* Coach/Spectator Complaint
	+ East Central SAFE Director gathers information with East Central Director of Operations
		- Parties notified of complaint by East Central SAFE Director
			* East Central President
			* Club president is presented information about complaint
				+ Club present will notify East Central SAFE Director what action was taken about complaint in a written form. Club will have coach/spectator sign off that this issue has been discussed with said coach (Email is acceptable)
	+ East Central Safe Director will maintain records of steps taken and replies to any issues
* Referee Complaint
	+ East Central SAFE Director gathers information with East Central Referee Commissioner
		- Parties notified of complaint and findings by East Central SAFE Director
			* East Central President
			* East Central Director of Operations
				+ East Central Referee Commissioner will contact referee assignor and referee to educate the referee of any issues that are encountered. Referee will sign off that he has been spoken to about said issue.
	+ East Central Safe Director will maintain records of steps taken and replies to any issues
* Field Issues
	+ East Central SAFE Director gathers information with East Central Referee Commissioner or East Central Director of Operations
		- Club president is notified of condition of field. Club president will respond to any action taken to resolve field issue.
	+ East Central Safe Director will maintain records of steps taken and replies to any issues
* Recruiting
	+ East Central SAFE Director gathers facts with East Central Director of Operations
	+ Recruiting committee will be formed to discuss violation and what action if any will be taken against violating club.
	+ Club will respond to any information presented to club about said violation.
	+ East Central Safe Director will maintain records of steps taken and replies to any issues

East Central SAFE Director will respond to complaint within 3 days.