



## **Process for Reported Violation(s) of Federation Rules**

Each report of an alleged rule violation is subject to a four-step process. At any point during this process, the Federation may impose temporary measures pursuant to Bylaw 702.9.

### ***Report.***

The Federation receives a report of an alleged Rule violation. The Federation will acknowledge receipt of the report within 3 to 5 business days of submission.

### ***Intake.***

Upon receipt of a report of an alleged Rule violation, the Federation will undertake a review of the information received, pull records, and determine whether it has jurisdiction over the matter and over the person reported. The Intake step can take up to at least 14 business days.

### ***Investigation.***

The Federation will initiate a fact-gathering investigation to obtain as much information as possible. The Federation will interview witnesses with a primary focus on fact witnesses who witnessed the reported misconduct. The goal is to gather as much information as possible from the witnesses, including any digital or documentary evidence. In addition, the Federation may consult with experts as needed. For example, a forensics expert may be necessary to ensure videos, images, and other digital evidence are authentic, unaltered, and accurate. Experts may also be consulted about the misconduct reported to ensure that it does indeed violate the relevant Rule(s). If the Federation believes that a violation may have occurred, then the reported party may receive a written Notice of Allegations and request to sit for an interview. This is an opportunity for the reported party to respond to the allegations and provide information on their behalf. Participation and cooperation with the Federation are critical to ensure a fair process and outcome. Depending on the complexity of the matter and availability of witnesses, the investigation can take at least 30 to 120 days.

### ***Action.***

Following the investigation, the Federation will determine how to resolve the matter. The Federation may determine that no action is warranted, issue a warning or admonishment, and close the matter. The Federation may offer the reported party the opportunity to resolve the matter informally and by agreement. Such informal resolutions may include penalties such as probation, suspension, expulsion, and/or a fine.

If an informal resolution is not offered or not accepted, the Federation will proceed by filing a Disciplinary Action Complaint and advance the matter to a hearing before the Federation's Hearing Committee. A hearing will be scheduled within 90 days from the issuance of a Disciplinary Action Complaint. Each side will have an opportunity to present its evidence before a Hearing Panel for resolution.