

MPSF PROTOCOL FOR ADMINISTRATIVE REVIEW – ALL SPORTS

Revised February 2012

Over the years, the Federation has experienced acts of intentional violence, fighting, unprofessional conduct and other inappropriate forms of behavior. The Federation's Executive Director may initiate an Administrative Review to address incidents of this nature. The Administrative Review process may also be initiated upon written request of an Officiating Coordinator, Officiating Evaluator or an offended institution's Director of Athletics using the following protocol. This process may also be requested when there is legitimate claim to other unusual situations which merit Administrative Review.

PROTOCOL

- 1. Athletic Director Request to MPSF** - The offended team's coach shall review the incident(s) with his/her supervising sports administrator **within 24 hours of the contest**. If the administrator concurs with the coach that the game video clearly shows indisputable and explicit acts of intentional brutality, violent or unprofessional misconduct or other inappropriate behavior, misapplication of rules or gross negligence on the part of an attending official(s), or others participating in a MPSF contest, and those involved are clearly identifiable, the Director of Athletics may request in writing that the Executive Director conduct an Administrative Review by providing a detailed description of the incident(s).
Note: If an institution determines an incident is significant enough to warrant a request for Administrative Review, the request shall be made expressly by the institution's Director of Athletics.
- 2. Officiating Coordinators and Officiating Evaluators** - May also request that the Executive Director conduct an Administrative Review, by providing a detailed written description of the incident(s). The same process shall be used for reviews initiated by Officiating Coordinators and Officiating Evaluators.
- 3. Video Format** – After a written request is initiated by the offended institution's Director of Athletics to the Federation's Executive Director and within 48 hours of the incident, DVDs, viewable in QuickTime Player, which include isolated video of the incident(s) in question and video of the entire game, shall be delivered via overnight express service to the Executive Director and the Federation's officiating coordinator for that sport. Shipping addresses are available from the Federation office. **Note: If the conditions and timelines contained herein are not met the request for Administrative Review shall not be considered.**
- 4. Review** - The Executive Director and Officiating Coordinator will review available video, confer and conduct an investigation, if warranted.
- 5. Results of Administrative Review** - If, upon video review and subsequent investigation, intentional acts of violent misconduct, unprofessional conduct, acts of negligence or other inappropriate behavior have indisputably been determined to have occurred, appropriate sanctions of a progressive nature (multiple offenses) shall be meted out to the offending individuals, including those who may not have been originally cited in review requests but were clearly seen to have participated in or contributed to such behavior, per MPSF Bylaw 405. Sanctions may include, but are not limited to private or public letters of reprimand, probation and/or single or multiple game suspensions.
- 6. Counter Requests** - Likewise, an institution named as the offender in the original request for review may file a counter request to the Executive Director following all of the protocol listed in #5 above. This must be done within 24 hours of notification of the original request for review. The counter



request may only specify actions which are directly related to the incident(s) in the original request. Unrelated isolated incidents shall not be considered in counter requests.

7. **Sanctions** - The Federation's Executive Director shall contact the offending institution's athletics director to review sanctions.
8. **Appeal** - If an appeal is requested by the sanctioned institution, the Director of Athletics shall submit a timely, written appeal containing rationale for the appeal, to the Executive Director.
9. **Appeal Hearing** - The Executive Director shall then convene an appeal hearing by teleconference with the Federation's Executive Committee (subset of Administrative Committee) for the purpose of hearing and ruling on the appeal. Representatives of the offending institution may briefly address the Executive Committee to convey pertinent details. As stated in MPSF bylaws, the decision of the appeal by the Executive Committee is final and binding.