**sportsmanship CODE OF Conduct resolution timeline example**

**Incident Reporting: Immediate (within 30 minutes of the incident)**

* The incident is reported using the designated form, capturing all necessary details such as date, time, location, individuals involved, and description.
* Coaches, officials, or designated event staff submit the incident report to the Tournament Director or League Coordinator.
* Confirmation of receipt is sent to the reporting party within 15 minutes

Preliminary Review Timeframe: Within 1 hour of report submission

* Event staff or league officials conduct a quick review to verify the validity of the report and assess immediate safety or fairness risks.
* If safety is at risk, temporary actions (e.g., suspension of involved individuals) are implemented immediately.
* If necessary, a notification is sent to impacted teams about any immediate changes such as player ejections or team disqualifications.

Investigation Timeframe: Within 2–3 hours of report submission (or before the next game involving the parties)

* Statements are collected from witnesses, coaches, officials, and others involved.
* Applicable rules and code of conduct violations are identified.
* A designated committee (e.g., Tournament Discipline Committee or League Conduct Review Board) oversees the investigation.

Resolution Decision Timeline: Within 4–6 hours of report submission (or before the day’s final games)

* The committee determines the outcome based on the investigation, including potential penalties (e.g., warnings, ejections, suspensions).
* Safety and fairness are prioritized to ensure ongoing play is minimally disrupted.
* Affected parties (e.g., teams, individuals) are notified of the decision and reasoning.
* Decisions are communicated professionally and include next steps, if applicable (e.g., appeals process).

Appeal Process if Applicable Timeline: Within 1 hour of the resolution decision

* Affected parties may appeal the decision, providing new evidence or clarifications.
* Appeals are reviewed by a separate group to maintain impartiality.
* Final decision is communicated before the next scheduled game.

Communication Protocols

* During the Event: Tournament staff and league officials use a centralized communication platform to update involved parties in real time.
* Post-Event: A summary of incidents and resolutions (excluding personal details) is shared with league stakeholders to ensure transparency and accountability.