

SCHOLASTIC CLAY TARGET PROGRAM  
**OFFICIAL PROTEST FORM**

I WISH TO PROTEST (CHECK ONE):

DATE \_\_\_\_\_

- CONDUCT
- RULE VIOLATION
- COACH/TEAM INCIDENT
- NATIONAL STAFF INCIDENT
- OTHER (specify) \_\_\_\_\_

Handbook Rule Violated: \_\_\_\_\_

Details of alleged violation including date, time, location, names & phone numbers of any witnesses and any other pertinent information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name/Team of person filing complaint \_\_\_\_\_

Signature of person filing complaint \_\_\_\_\_

Contact Info (for person) filing complaint including phone # \_\_\_\_\_

This form and a check for \$50 must be sent in to the following address:

SCTP National Office – 165 Bay Ridge Ln. Burlington, WI 53105 ATN: Protest Committee

The \$50 may be returned if the protest is upheld by the SCTP. The decision of the committee is final!

Please see official protest information below

## Official Protest

Any member in good standing may file a complaint utilizing the SCTP OFFICIAL PROTEST FORM or reasonable facsimile that contains the following information:

- (a) Printed name and signature of complainant.
- (b) Name(s) of the person(s) against whom the complaint is made.
- (c) Applicable Rule Book section violated.
- (d) A complete description of the details of the alleged violation including, but not limited to:
  1. Date, time and location of violation
  2. Names and addresses of witnesses

The completed form/facsimile shall be delivered to SCTP National Office within five (5) days of the occurrence of the alleged basis for protest. Any such Official receiving an Official Protest Form shall accept the complaint for investigation. Any protest not delivered within five (5) days requirement is deemed not timely and shall be disregarded.

The initial investigation of the Official Protest shall be accomplished by the rules committee and reviewed by the National Director as soon as possible. The official(s) shall conduct an investigation appropriate for the nature of the complaint. Interviews or statements of the complainant, any witnesses and the alleged violator(s) shall be written or tape-recorded. The investigation shall be completed as soon as practical, but not more than thirty (30) days from assignment for investigation. Upon completion of the investigation, Official(s) shall make a determination as to the truth of the complaint and shall propose any appropriate sanction(s). The complainant shall not be involved in determining the disposition of the complaint.

In the case of an Official Protest against an Official or staff member of the SCTP, the office receiving the complaint shall immediately forward the complaint to Chairman of the Rules Committee who shall assign two (2) uninvolved members of the Rules Committee to investigate the complaint. The completed investigation shall be presented to the Executive Committee/ Executive Director of the foundation to determine by majority rule, a proposed disposition and/or sanction(s) to be imposed.

The committee's Official(s) findings related to the complaint and disposition shall be issued not more than ten (10) days from completion of the investigation. Copies of the complaint, investigation and Official(s) disposition shall be forwarded to SCTP National Director. The National Director shall then supply a concise summary to each member of the Executive Committee and the Rules Committee for their review.

The complainant or any person the subject of an Official Protest may appeal the findings and/or sanctions imposed by the SCTP National organization within ten (10) days from the disposition to the SCTP Executive Committee/ Rules Committee. Upon written notice of such an appeal the Committee shall schedule a hearing of the Official Protest where the complainant and/or the alleged violator(s) may appear to be heard on the issues. A written or recorded statement by either party may be substituted for a personal appearance. This Committee shall render a final decision related to the Official Protest within ten (10) days of the hearing. Their written decision shall be sent to the complainant, State/ Provincial Official(s) involved and the alleged violator(s).

The Executive Committee/ Rules Committee shall have the authority to impose, modify or remove any sanctions, with or without an appeal by either party. Their decision shall be final.

All records related to an Official Protest, investigation and disposition shall be retained as an official record of the SCTP for a period of five (5) years from the date of final disposition.

Falsely filed protests are taken very seriously and will not be tolerated. Such protests may be grounds for immediate dismissal and expulsion from the SCTP and any of its affiliated programs. This may also result in turning over of information to local authorities for prosecution where necessary.