



Team Violation Tracking Report

Team: _____

Rule violated: _____

Observed Behavior(s): _____

Action(s) Taken:

Please provide the name and email address of:

Event Partner _____

Head Referee _____

Judge Advisor _____

Event Meeting

- At the Event Meeting, explain to all attendees:
 - The Code of Conduct and Student-Centered policies. Specifically point out that rules G1 and G2 apply to everyone, not just students on the team.
 - Individuals, event participants, and event staff who observe disrespectful or uncivil behavior should report information along with any photo/video evidence to the Event Partner immediately.
 - Remind all attendees of Rule T3, which outlines that only the Drive Team Members may contest a referee's ruling - Adults are not permitted to intervene.

Before/During/After the Event

Step 1: When potential Code of Conduct violations are observed

- Individuals, event participants, and event staff who observe disrespectful or uncivil behavior should report information along with any photo/video evidence to the Event Partner immediately.
- The Event Partner (and Head Referee if available or another witness) should speak to the team coach/mentor as soon as possible. This meeting should take place away from students and parents.
 - The Event Partner should explain what actions were reported and remind the coach/mentor that by definition, violations of the Code of Conduct can be considered Match Affecting or Score Affecting.
 - The Event Partner should remind the coach/mentor that repeated violations of the Code of Conduct can result in the team being disqualified from current or upcoming matches, and potentially the entire event.

- The Event Partner should remind the coach/mentor that Code of Conduct violations can impact a team's eligibility for judged awards.
- The Event Partner should inform the coach/mentor that the REC Foundation will be notified of a Code of Conduct violation.
- The Event Partner should document and notify the Judge Advisor of a possible Rule G1 violation and the associated team number using the [Field Note to Judges form](#).
 - The Judging Team should take this information into consideration when determining judged awards.
- The Event Partner should notify the Regional Support Manager of the situation and track the incident on the Code of Conduct Violation Team Tracking Report.
- The Head Referee should issue a Minor or Major Violation to the team as appropriate.

Step 2: If Code of Conduct violations are repeatedly observed

- The Event Partner should consult with the Head Referee and make a recommendation for a Major Violation and potentially an official event Disqualification.
- The Event Partner should contact the Regional Support Manager to determine appropriate action.
 - The Event Partner, with REC Foundation support, can choose whether or not to allow the team in question to continue into Alliance Selection, Eliminations, Finals, or the event itself.
 - Every attempt should be made to allow the team in question to finish qualification matches in the best interest of their alliance partners.
- The Event Partner should provide an update to the Judge Advisor regarding the discussion with the REC Foundation.
- When a decision has been made, the Event Partner (and Head Referee if available or another witness) should speak to the team coach/mentor and provide an update to the situation and what course of action will be taken.

Ultimately, safety of students and everyone in attendance is the top priority. An Event Partner should not put anyone at risk by allowing a team to participate through qualification matches who may be displaying physically threatening or verbally abusive behaviors.

Step 3: After the Event

- The Event Partner should submit the Code of Conduct Tracking Report, regardless of final ruling, to the Regional Support Manager.
- Any additional information or observations should be submitted through the Code of Conduct Violation additional information Report.

Note: In cases where an Event Partner is unavailable or there is an issue with teams affiliated with an Event Partner, the Head Referee or Judge Advisor should contact the Regional Support Manager.

Additional Notes:
