Forest Lake Youth Football (FLYFB)

Grievance Resolution Policy

Contents

1. Purpose
2. Definitions
3. Privacy
4. Ethics and Rules Committee
5. Levels in the Grievance Resolution Process
6. Grievance Resolution Process
7. Enforcement
8. Sanctions

1. Purpose and Inclusion

A. The purpose of this policy is to provide an organized method of resolving grievances within Forest Lake Youth Football (herein FLYFB).

B. All parties by virtue of FLYFB membership (see bylaws), affiliation, or participation at any time in a FLYFB sanctioned event agree to abide by this policy as stated.

2. Definitions

A. Applicable rules - Means the FLYFB bylaws, rules and regulations, policies, and all codes of conduct.

B. Complainant - The party who files the grievance.

C. Conflict of interest - a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

D. Grievance - An alleged violation of the FLYFB bylaws, rules, policies, or codes of conduct.

E. Ethics and Rules Committee - The committee enacted to process a grievance when resolution cannot be attained by any other means, which has the power to rule judgment, and/or assign sanctions.

F. Sanction - Warning, suspension, probation, or other discipline of a party.

3. Privacy

All grievance issues will be kept private and confidential. No member of the Ethics and Rules Committee, The FLYFB board, and/or others involved in the process shall discuss, disclose, or otherwise disseminate any information that is related to the grievance to any non-party. The members shall keep all information discovered and revealed to them during their involvement of the grievance resolution process private and this information is considered confidential. Discussion about any matter related to the business of the Ethics and Rules Committee shall be restricted to only the members of the Ethics and Rules Committee, current FLYFB Board Members, and/or legal counsel involved in the process.

4. Ethics and Rules Committee

A. Membership

The Ethics and Rules Committee shall consist of four (4) members:

1. The President of FLYFB.
2. The Chair of the Rules and Ethics Committee.
3. The grade coordinator at which the grievance is being filed.
4. Unbiased Appointed Board Member.

B. Conflict of Interest

If a conflict of interest is determined to exist, the other members of the Ethics and Rules Committee must agree upon a suitable replacement. If any member of the Ethics and Rules Committee has a conflict of interest, they will be replaced by a voting board member as agreed upon by the remaining Ethics and Rules Committee Members and will be granted all powers of the role of the individual being replaced.

C. Ethics and Rules Committee Chairperson

This individual oversees the process, coordinates communication between, and ensures the process is adherent to the FLYFB Grievance Resolution Policy. The Ethics and Rules Committee Chairperson must be an acting FLYFB Board Member.

5. Levels in the Process

A. The initial grievance is filed and the suitability for the Grievance resolution Process is determined by the Ethics and Rules Committee.

B. Once determination that the grievance is suitable to continue in the Grievance Resolution Process investigation and fact finding will occur.

C. The Ethics and Rules Committee will have a hearing with those involved in the process and reach a resolution. Resolutions may include anything from dismissal of the grievance to sanction/s.

6. Grievance Resolution Process

A. Initial Grievance

1. Wait 24 hours before addressing any issue.

2. Communicate the issue to your coach or team manager. If a resolution cannot be reached, proceed with step 3.

3. The complainant shall notify the Grade Coordinator with which the grievance is being filed.

4. The Grade Coordinator shall attempt to resolve the grievance on an informal basis. This may include a face to face meeting with those involved and this meeting may be facilitated by a member of the Ethics and Rules Committee. Notes will be kept confidential and will be considered if the grievance formally enters the Grievance Resolution Process.

5. If the meeting does not resolve the matter the complainant shall be advised to follow the process outlined herein.

a. The complainant must *completely* fill out the Grievance Form as located on the FLYFB website. The document can be filled out and electronically mailed to info@flyfb.org.

B. Contents of the Grievance

1. To file a grievance the Grievance Form must be filled out completely with additional pages of explanation attached if necessary.

2. The filing of the Grievance Form serves as consent by the complainant to the Ethics and Rules Committee to contact any potential witnesses to the alleged dispute.

C. Sending the Grievance Form

1. The Grievance Form must be completely filled out and electronically mailed to info@flyfb.org.

D. Ethics and Rules Committee Responsibilities

1. Upon receipt of the filled out Grievance Form, the Secretary will reply to the complainant that the document has been received and forward the document to the Chairperson of the Ethics and Rules Committee.

2. Within a reasonable amount of time of receiving the Grievance Form, the Chairperson of the Ethics and Rules Committee will notify the President of FLYFB via electronic mail that the grievance has been filed.

3. Within a reasonable amount of time of receiving the Grievance Form, the Ethics and Rules Committee will review the grievance and determine suitability of the filed grievance.

4. Duties of the Chairperson of the Ethics and Rules Committee include being responsible for communicating with all relevant people to the dispute, aiding in investigating the grievance, communicating with witnesses, communicating with the complainant, and communicating with the defendant.

7. Investigative Hearing

A. Time Frame

If the submitted grievance is to be heard by the Ethics and Rules Committee, an investigative hearing will be held within 15 days of receipt of the Grievance Form, unless a later date is agreed upon by all parties and approved by the Ethics and Rules Committee. After all investigative actions are complete, the committee will conduct a hearing. The Chairperson of the Ethics and Rules Committee will provide electronic mail notice to all pertinent parties within 7 days of the scheduled hearing. included in the aforementioned email will be, date, time, location, agenda, and the manner in which the hearing will be conducted.

B. Hearing

1. The complainant and the defendant may attend the hearing.

2. Each party may present facts to support their position.

3. Each party will be able to communicate directly to the Ethics and Rules Committee members but not to any other attending parties. Continual attempts to communicate with other parties may be grounds for grievance dismissal. Each party will be allotted the same prescribed amount of time to present their facts.

4. The Chairperson of the Ethics and Rules Committee will strictly enforce time limits and all members have the authority to enforce that the agenda is adhered to.

5. Either or both parties may choose not to appear at the hearing. By not appearing at the hearing, a party does not concede any part, or the merits in general, of their case.

6. The Ethics and Rules Committee shall meet together in private after the conclusion of the hearing.

7. The Ethics and Rules Committee must decide with a majority vote that a violation has occurred, if there is not a majority decision reached, the Varsity Coach will step in to cast a tie breaker vote.

8. The Ethics and Rules Committee will communicate their results, including sanctions imposed, if any, to both the complainant and defendant within 7 days of the hearing. The written decision shall communicate FLYFB Grievance Resolution Policy and Process, material facts and conclusions as outlined in the FLYFB bylaws.

9. The Ethics and Rules Committee Chairperson shall retain and maintain a file of all notes, documents, correspondence, and judgements.

8. Enforcement

The FLYFB President and Grade Coordinator are responsible for enforcement of the Ethics and Rules Committees sanction.

9. Potential Sanctions

A. Possible sanctions may include, but not be limited to, the following:

1. Verbal warning
2. Written warning
3. Assignment of restorative act/s (apology, etc)
4. Suspension from FLYFB game(s)/events
5. Expulsion from the league
6. Any other sanction deemed reasonable and necessary by the Ethics and Rules Committee.

B. Any sanctions will be issued at the discretion of the Ethics and Rules Committee.

C. The Ethics and Rules Committee retains the right to extend and modify assigned sanctions to include other FLYFB members to prevent any indirect circumvention of the sanction by the affected parties.