

## *Washington Township Parks and Recreation*

### ***GRIEVANCE PROCEDURE***

In any organization, it is likely that unexpected problems will be encountered in the process of day-to-day operations. When differences arise in the WTPR Sports Programs, it is the policy of the WTPR Sports Advisory Board (SAB) that those differences be resolved at the earliest stage possible. All resolutions must be consistent with the appropriate sports program bylaws and with any league rules or regulations, which may apply.

The following procedures are established to insure that all participants, parents and all volunteers are aware of the steps necessary to resolve or appeal any dispute.

1. The team coach (or coaches) will be given the first opportunity to resolve any team problems.
2. If the coach or coaches cannot resolve the problem, the problem will be forwarded to the League Director\*\*.
3. Any problems not resolved by the League Director\*\* or which require interpretation of bylaws or league rules will be submitted to the youth Sports Advisory Board in writing by the person with a grievance for the following procedure.
  - a. The League Director\*\* will contact the Commissioner and request that the matter be brought before the Advisory Board.
  - b. The Commissioner will determine if a special meeting should be convened or if the matter can be brought up at the next scheduled meeting.
  - c. All parties involved will be notified of the meeting date and location and their right to be present and to prepare a written statement.
4. At the Advisory Board meeting, the following procedures will be observed.
  - a. The League Director\*\* will make a statement of the circumstances.
  - b. Each party involved will have the opportunity to state pertinent facts in person and/or by written statement.
  - c. Additional comments will be accepted if presented.
  - d. The Advisory Board will deliberate and reach an expeditious solution and will vote on a recommended resolution. Advisory Board members involved in the dispute must abstain from voting. A simple majority of members present will be necessary to approve the resolution.
  - e. The decision of the Advisory Board must be conveyed in writing to the person(s) involved within 72 hours.
  - f. The Director of Parks and Recreation and the President of the SAB will be advised of the decision.
5. If the Advisory Board cannot reach a decision and the issue is unresolved, the matter will be forwarded to the WTPR SAB for action.
6. All rulings of the Advisory Board may be appealed to the WTPR SAB except for Code of Conduct violations, which can be appealed to the Code of Conduct Committee.

7. Unresolved issues and appeals forwarded to WTPR SAB will be subject to the following procedures:
  - a. All persons involved will be notified of the date and time that the issue will be addressed by the WTPR SAB and of their right to submit a written statement.
  - b. If the matter is an unresolved issue from the Advisory Board, the following steps will apply:
    - (1) The Sport Commissioner will make a statement of the circumstances.
    - (2) Each party involved will have the opportunity to state pertinent facts in person and/or by written statement.
    - (3) Additional comments may be accepted if presented. A time limit may be imposed on additional comments if numerous statements are anticipated.
  - c. If the matter is an appeal of an Advisory Board decision, the following steps will apply:
    - (1) The Sports Commissioner will present the findings of the Advisory Board.
    - (2) The aggrieved party will have the opportunity to state pertinent facts in person and/or by written statement.
    - (3) Additional comments may be accepted if presented. A time limit may be imposed on additional comments if numerous statements are anticipated.
  - d. The WTPR SAB will deliberate and reach an expeditious solution and will vote on a recommended resolution. Any WTPR SAB members directly involved in the dispute must abstain from voting. A simple majority of members present will be necessary to approve resolution.
  - e. The decision of the WTPR SAB must be conveyed in writing to persons involved within 72 hours.
8. If a youth sports bylaw states that a particular suspension is not appealable, that suspension is not grievable under this policy.
9. If an individual is suspended by an independent sports league in which WTPR youth sports teams participate, that suspension is not grievable under this policy.
10. The preceding Grievance Procedure is to be strictly followed by a volunteer, parent, or participant of any sports program or recreational activity. If the Chain of Command found within the Grievance Procedure is not followed, the person who is in non-compliance will be suspended from the appropriate program for one (1) year, this includes participation in any volunteer capacity and/or registration as a paying registrant.

**\*\* NOTE:** For the Youth Football and Football Cheerleading Programs only, the following will be incorporated wherever League Director is listed. The League Director for Youth Football is the Football Coach Coordinator and the League Director for Football Cheerleading is Cheerleading Coach Coordinator.

This policy has been adopted at a regular meeting of the WTPR SAB on July 21, 2003 and revised on August 18, 2003.