

SRYF  
GRIEVANCE POLICY FORM

GRIEVANT'S NAME:	DATE:
ADDRESS:	PHONE NO:
E-MAIL:	CELL NO:

GRIEVANCE FILED AGAINST (SPECIFY NAME/TEAM):

DATE OF INCIDENT:
WHERE:
WHO WAS INVOLVED:

NAME(S) OF WITNESSES	CONTACT PHONE NUMBER

DESCRIPTION (BE BRIEF & CONCISE TO FACTS ONLY)

PROPOSED RESOLUTION:

SIGNATURE OF GRIEVANT:

<i>GRIEVANCE REVIEW-STEP 1 BY HEAD COACH/TEAM REP OR OTHER DESIGNEE</i>
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NAME:	TITLE:
SIGNATURE	DATE:
ACTION TAKEN:	

<i>GRIEVANCE REVIEW-STEP 2 BY ASSOCIATION BOARD</i>
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NAME:	TITLE:
SIGNATURE	DATE:
ACTION TAKEN:	

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GRIEVANCE POLICY FORM

**S.R.Y.F Conference, Inc**  
**GRIEVANCE POLICY & PROCEDURE**

The policy of the SRYF Conference is to ensure that any and all grievances are handled within a timely period of an incident being grieved and at the lowest possible level within the organization. The use of this procedure is only recommended if a Grievant has been unable to develop a resolution to their problem with the individuals involved and believe this matter can be resolved with through the next chain in command.

Should anyone participant/player, coach, parent, volunteer, team, board member or spectator have a grievance with anyone affiliated within the SRYF Conference, the following procedure is recommended and should be followed:

1. It is the expectation of SRYF that all parties involved in any grievance process are treated with respect.
2. The SRYF Grievance Form should be submitted first to coaching staff, board member, Association Board, and presented to the SRYF Executive Board if there has not been a solution to the problem. It should be noted that submitting the form to SRYF Executive Board doesn't necessarily negate a decision made at an association level. As there are many issues that cannot or will not have SRYF Executive Board intervention.
2. All teams, coaches, board members should have SRYF Grievance Forms readily available or have an established process to accessing said forms for a grievant. Further, each association should have a designated individual(s) who are familiar with the SRYF Grievance Process.
3. The Grievant should fill out the SRYF Grievance Form to explain their concern, issue and/or grievance. This should be completed in the brief and concise manner as possible. If the SRYF Grievance Form has insufficient space needed, please submit an additional attachment.
4. The Grievant should not wait more than 2 days to submit their SRYF Grievance Form through the chain of command. Ie. Head Coach, Board Member, Association Board, etc...
5. The Grievant will need to thoroughly complete the SRYF Grievance Form and provide an original to the Head Coach or the next in command. It is further recommended the Grievant retain a copy of their completed form for their own record keeping.
6. If the designated individual and the Grievant are unable to develop a solution or if the Grievant remains dissatisfied, then the designated individual will need to complete the portion on the SRYF Grievance Form as to the action taken and submit to the Association Board for further review.
7. The Association Board will review the completed SRYF Grievance Form and determine if the actions taken were acceptable or if there is another solution to the presented grievance, issue and/or concern.
8. If the Grievant is dissatisfied he/she can have their Association President bring to the SRYF Executive Board for further input on how to find a plausible solution. It should be noted that incidents specific to violations of the SRYF By-Laws and Articles of Incorporation are subject to being handled directly by the SRYF Board of Directors, if deemed necessary for the best interest of SRYF Conference without following the SRYF Grievance Procedure.