



Allen Eagles Lacrosse Club

Grievance Policy and Procedures

Purpose

The purpose of the Grievance Policy shall be to provide members of the Allen Eagles Lacrosse Club (AELC) with a clear, rational method for resolving disputes that may arise in connection with the AELC's activities. The AELC does not wish to encourage disputes between its members, players, and coaches; but history proves that they do arise and having no guidelines for dealing with them magnifies the issues. The Grievance Policy and Procedures are not intended to be used to conduct the business of the organization.

The AELC Board of Directors is committed to listening to the views of the membership. Members who have questions or issues regarding the general business of the AELC are encouraged to raise those issues with one or more members of the Board, either individually or in the meetings that will occur during the season.

The grievance procedures are not intended to be used to resolve private disputes between players or families, but issues relating to the AELC. **The grievance procedures are not intended to be used to debate or criticize coaching decisions, including playing time.**

The success of the Grievance Policy and Procedures relies on judicious use of the procedures, respect for the process, for those involved in the procedures, a calm approach to problems, and a commitment from everyone towards a good faith attempt to resolve disputes early at the lowest level in the process that is possible.

The AELC is firmly committed to a non-retaliation policy. No retaliation shall be taken by any Coach, team official, any member of the Board of Directors, or any other member of the AELC against a person bringing a grievance as well as any player whose parent brings a grievance forward. Retaliation itself may be the basis for a grievance.

Committee Composition:

The AELC shall have a Grievance Committee (GC) composed of three members appointed by the President that do not have children playing for the AELC, and are not current Board members, but are affiliated with the AELC having the best interests of the AELC in mind.

Steps in the Grievance Policy:

Eligibility for the process requires completion of each sequential step.

Step One: The Twenty-Four Hour Rule

An individual who has a grievance must wait a minimum of 24 hours after the events transpire.

Step Two: Individual Discussion

An individual who has a grievance must informally, calmly and respectfully discuss the matter with the Coach involved. If no Coach is involved, the individual must discuss the grievance with a member of the GC in an effort to resolve the dispute. Coaches are encouraged to listen and discuss the matter but are not required to listen to mere criticism of their coaching philosophies or decisions.



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Step Three: Filing with the GC, Initial Review

If the grievance is not resolved in Step Two, the individual with the grievance has the right to bring it before the GC. The grievance shall be stated in writing on the Conflict Resolution Form. The GC shall review the grievance and make an initial determination on the grievance. The GC will determine whether an action shall be taken or not. If the GC determines by unanimous vote, that no action should be taken, the committee will explain in writing the reasons behind their decision.

Step Four: Review by the GC

If the GC determines that the matter requires review, the GC shall proceed to hear the matter. Prior to taking any action, the GC shall submit the written statement of the grievance to any person identified as a party to the grievance in the written statement, and such person shall be permitted to submit a written statement on the grievance to the GC. Prior to hearing of the grievance, the GC may conduct an investigation into the facts as it deems necessary, either as a committee or through one or more individuals. The results of any such investigation shall be submitted in writing to the parties to the grievance. Regardless of whether any investigation is conducted, the GC shall conduct a hearing of the grievance, using such procedures, as it deems appropriate to the circumstances. The GC shall provide notice of the time and place of the hearing to all persons involved in the matter, and shall provide a reasonable opportunity for the parties of the grievance to be heard. The GC shall have the power to set reasonable limits on the length of presentations. By majority vote, the GC may limit the presentations to written submissions, provided that all persons involved in the matter shall be given notice and a reasonable amount of time to prepare such written presentations. Any hearing of the GC, whether by written submission or oral presentations, shall be closed to all persons other than those directly involved in the grievance, provided, however, that if a player is a party to the grievance, that player's parent(s) or guardian(s) may be present. Following the hearing, the GC will meet to arbitrate the grievance. The GC shall prepare as soon as practicable, a written statement of its decision, including disciplinary action, if any, resulting from the decision. All decisions shall be made by majority vote of the GC. The final decision shall be provided in writing to the Secretary of the AELC to remain a part of the AELC's records. **All decisions made by the Grievance Committee are final.** Any party not complying with the decision of the GC will be subject to further discipline.

Conclusion

Depending on the circumstances, there can be several steps in the grievance process, and different grievances may involve different procedures. The critical elements of every step in the process, however, are the same: notice, an opportunity to be heard, impartial decision-makers, non-retaliation, and good faith. The GC and the Board will use their best efforts to apply these critical elements in ways appropriate to the nature of the dispute in all proceedings under this policy.

This policy is intended as an alternative to other methods of dispute resolution. Any attempt by a member of the AELC, a player, or a Coach to utilize procedures other than those of this policy to resolve disputes concerning the AELC may be subject to discipline.