



WOODBURY ATHLETIC ASSOCIATION GRIEVANCE PROCEDURE

Purpose:

When a person or group of people within the WAA feels that they are being dealt with in an improper manner or they feel that a decision by one or more of the directors of the Association was a wrong decision, they shall have the opportunity to seek a relief from these wrongs through the grievance policy. All grievance issues need to be filed in a timely manner.

Step 1. The individual that feels wronged shall make contact with the affected sports director and address the concern with director. (Face to face resolution is always the best resolution.)

Step 2. If the individual feels that the Director is not properly responding to the concern, that person shall submit a written grievance to the Director to be heard by the sport specific grievance committee. The committee shall have 14 days to hear the grievance as presented. The committee shall respond to the individual with their decision within 7 days of hearing the grievance. During this period, the committee can seek additional information to help resolve the situation. Additional time may be taken to reach the decision upon agreement of the committee and the member bringing the concern.

Step 3. In the event that the sport specific grievance committee reaches what the concerned member feels is a poor decision, the concerned member may, within 14 days, submit a written grievance to any of the following board members: President, Vice-President, Secretary, or Treasurer. The officer receiving the grievance shall contact the President and Vice-President and inform them of the receipt of the grievance. The President or the President's designee shall call a grievance committee meeting within 5 working days. This grievance committee shall consist of at least three but no more than seven unaffected board members. A committee consisting of an odd number is preferred but not necessary. This committee shall take the statement at the meeting from all that wish to be heard on the matter. Testimony may be limited if the committee feels that it is redundant or is not within the scope of the concern.

The committee shall notify the concerned member of their decision within seven days. The committee may seek additional information during this time period if it becomes necessary. The time limit may be extended by the committee with the consent of the concerned member.