



Purpose: The Woodbury Athletic Association's Grievance Policy is designed to provide a fair and uniform process for initiating complaints of a general nature which are not based upon a specific WAA rule violation, or upon a specific administrative decision. The Grievance Policy provides a process for an individual or group to make a claim and seek relief. If the grievance is against WAA itself or a WAA board member, proceed directly to step 3.

Step 1: The individual or group with a grievance claim shall contact the associated WAA Sports Director and directly address their concern with them. Face to face resolution shall be prioritized.

Step 2: If the individual or group is not satisfied with the Sports Director's response, complete the [WAA Grievance Step 2 Form](#). The information collected by the form will be heard by the sport-specific grievance committee.

The committee shall have 21 days to review the grievance as presented, and the committee shall respond to the grievance with their decision within 14 days of reviewing the grievance. During this period, the committee may seek additional information to aid in their decision.

Additional time may be taken to reach the decision upon agreement of the committee and the individual or group raising the grievance.

Step 3: If the individual or group is not satisfied with the decision of the sport-specific grievance committee, they may, within 14 days of the decision, complete the [WAA Grievance Step 3 Form](#). This form is also the form used to submit a grievance against WAA itself or a member of its board of directors. The information collected by the form will be directed to the WAA Vice President.

The WAA Vice President, working with the Executive Board, shall convene a grievance committee meeting within 10 working days, which shall consist of three to seven unaffected board members. The committee will notify the parties involved in the grievance of its meeting time and location, and will allow statements from involved parties to be heard during the meeting.

The committee shall notify the parties involved of their decision within 10 working days. The committee may seek additional information during this period, and the notice period of 10 working days may be extended by the committee with the consent of the party bringing the grievance.