

Understanding When to File a Grievance versus an Incident Report:

To ensure equitable and effective problem-solving within SnVYSA, we want to clarify the difference between Grievances and Incident Reports, guiding you to understand and choose the appropriate method for addressing concerns.

1. Grievances:

- a. What is Grievance? A Grievance is used to address concerns that are related to administration, team management, parent or spectator behavior, safety, or policy interpretation. This includes:
 - Administration (team roster, schedules, registration, fees)
 - Team management (player development, team culture, communication, travel, safety)
 - Parent/Spectator behavior
 - Field/Equipment (field conditions, location/availability, equipment issues, safety)
 - Governance (policy or code of conduct concerns)
- b. How to File: Submit a Grievance to a coach or other SnVYSA Board Director.
- c. Resolution Process: Grievances are resolved informally through discussion, mediation, or policy clarification before escalation.
- d. When Should You Escalate Grievances to a Formal Complaint? If efforts to resolve a concern informally are unsuccessful, either the complainant or respondent may submit an Incident Report to initiate formal review by the SnVYSA Disciplinary Committee. All incident reports will be handled following the established SnVYSA Disciplinary Policies and Procedures.

2. Incident Reports:

- a. What is an Incident Report? An Incident Report is used when there is a specific policy or code of conduct violation, misconduct, or safety concern. This includes:
 - Unsportsmanlike Conduct (disrespect toward referees, coaches, or players).
 - Dangerous or Violent Behavior (reckless play, excessive aggression, physical altercations).
- b. How to File: Submit an Incident Report within 24-48 hours of the event.
- c. Review Process: The Disciplinary Committee will review the report and determine the appropriate actions.

Table: Differences Described

Description	Grievance	Incident Report
Purpose	Address a concern or dispute about communication, behavior, safety, or policy interpretation.	Document a specific policy or code of conduct violation or misconduct that requires disciplinary action.
Filed By	Any SnVYSA general member participant.	Any SnVYSA general member participant.
Review Process	Informal resolution through conversation, mediation, and/or policy clarification by a head coach or other SnVYSA Board Director.	Formal investigation by the Disciplinary Committee.
Outcome	May result in clarification, policy adjustment, or a formal complaint if unresolved.	May result in disciplinary action (warning, suspension, expulsion).

Questions? Please contact the SnVYSA Disciplinary Committee Chair at execvp@snvysa.org.