

# Stillwater Area Fastpitch Association Incident-Grievance Procedure & Policy

4/2014

## **What to do if you have an Incident**

1. Present in writing the facts of the incident to the any or all members of the Stillwater Fastpitch executive board for review. Use the attached form for submittal of your incident.
2. The Stillwater Fastpitch executive board must convene and take the matter into consideration within 72 hours of receiving the written incident. All formal written incidents must be submitted within 7 days of incident. Exceptions to this time may be considered on a case by case basis

Please note that the Stillwater Fastpitch Executive Board will not hear complaints about the Stillwater Fastpitch Bylaws or Policies or Procedures.

## **Incident Revue Process**

Executive board members will review the formal written incident report and determine what action or resolution is needed. All written incident reports will be confidential. The executive board reserves the right to escalate the Incident Report to a Grievance report during the process of (discussion) investigation. Once an Incident Report is escalated to a Grievance it then advances (falls in) to the process defined below.

## **Grievance Committee Membership and Authority**

An ad hoc grievance committee (GC) is formed upon receipt of a signed, written grievance by the board of directors. The committee shall be comprised of three board members who are not directly involved in the grievance. The president of the association is charged with selecting the committee. If the grievance is filed against the association's president then the treasurer shall be charged with selecting the committee.

The committee shall be formed within one week of receipt of the grievance. A committee chair will be named. The chair is responsible for providing the grieved party with a copy of the written grievance. The grieved party will have one week to respond in writing to the grievance. The committee is granted the authority to conduct interviews with responsible parties for the purpose of determining probability of merit to the allegation(s). If the committee finds a probable basis for the grievance ((reasonable person test applied here)) then a grievance (meeting) hearing shall be held within (two) three weeks of the committee's formation. The committee is granted the authority to consult outside parties to help reach its final ruling. The grievance committee shall issue a final ruling in the form of a written Statement of Action upon conclusion of its findings. This written statement shall be delivered to the board of directors and the parties involved in the grievance within (one) two weeks of the hearing ((or two weeks from the formation of the committee) or sooner if no hearing is held. (.) A grievance is considered closed after the Statement of Action is delivered to the appropriate parties. The grievance committee is relieved of its duties upon delivery of its Statement of Action.

## **Grievance (Meeting) Hearing Protocol**

The (meeting) hearing shall be a closed meeting of the following individuals: (a) grieving individual(s), (b) grieved individual(s), and (c) grievance committee. The meeting format is left to the discretion of the grievance committee. In all grievance meetings, the grieving individual will be given an opportunity to explain his/her grievance and the grieved individual will be given a chance to rebut the claims. Only items written in the formal grievance will be considered germane to the meeting. The committee shall only rule on items written in the grievance.

All decisions of the Stillwater Fastpitch Association board will be final.

# Stillwater Fastpitch Association Incident Form

Player Name \_\_\_\_\_ Date of Incident \_\_\_\_\_  
Members Name \_\_\_\_\_ Date of Report \_\_\_\_\_

Incident (Please explain in detail giving dates and listing the names of those involved):

(Attach additional paper if necessary)

## Attempts made to resolve Incident

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## Desired Outcome

Signature

## Relationship to player

**Recommendations of the Executive Board or Referred to Grievance Committee:**

### No Signature Needed

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(Grievance Committee Chair Signature)

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Date