

OYHA GRIEVANCE PROCEDURE

The OYHA understands that at times there will be issues that arise in the organization. These issues with players, coaches, managers, volunteers or board members should be resolved following the Grievance process.

It is the belief of the OYHA that most differences are minor. The best manner in which to work out a difference of opinion is face-to-face discussion. This is true whether the discussion is between parents, a coach and player, a coach and manager, or a coach and parent, or members and Board Members.

If you cannot resolve the differences it is recommended that you first contact one of the coaches-in-chief. One of their primary responsibilities is to ensure appropriate team formations and deal with any issues that arise during the season. It is the hope that by working with the level director you can reach adequate resolution of the issue.

Issues that cannot be resolved independently or through the coaches-in-chief should be brought to the attention of the OYHA Vice-President. Typically, a grievance should be filed within 10 days of the event/action in question. The Vice-President can help mediate a successful resolution or identify the need to file a written grievance. Once that occurs, a grievance committee will be formed consisting of three board members, two coaches, and two general members. The Vice-President will be one of the board members and will preside over the committee. This committee shall hear any grievance that may arise over a player or coach's conduct during practice sessions, scheduled games, or in general where OYHA is concerned. This committee is authorized under OYHA by-laws (10.1.C3) to outline recommended sanctions. After hearing from the grievance, the person to whom the grievance is directed, and any possible witnesses, the grievance committee will recommend a decision to the board. The grievance committee will hand over all documentation from the committee (one of the Board members on the committee shall be designated the secretary of the committee, responsible from keeping detailed minutes of the hearing) hearing to the President of OYHA. The President will make that documentation available to the board as a whole. The board will then vote on any possible disciplinary action, a 2/3 vote necessary to proceed with disciplinary action. If a finding for disciplinary action is passed by the board, the President and Vice-President shall meet to determine disciplinary action.

In the event of the President being named in the action, the Vice-President will take over all duties of the President described above. If the Vice-President is named in a grievance, the President will assume the duties of the Vice-President described above.

It is the intent of the OYHA that individuals will not be reprimanded or discriminated against for initiating an inquiry or complaint. Equally, we wish to recognize and respect the rights of any individual against whom a complaint has been brought.

The Grievance Report should outline the incident in **specific detail**; include the parties involved, and names of witnesses. The OYHA President will arrange a special meeting of the Board of Directors within ten (10) days of receiving a written complaint. The OYHA Board of Directors decisions are final and without OYHA appeals. If you are not satisfied with the OYHA Grievance decisions you may contact District 10. **This form is not intended to handle potential SafeSport complaints. Potential SafeSport complaint documents are also available on the OYHA website.**

Owensboro Youth Hockey Grievance Report

Part I: Completed by OYHA Member:

Name of Grievant: _____ Team (if applicable):

Grievance directed to: _____

Date of Occurrence: _____

Nature of the Alleged Violation:

Please provide a description of the events or activities which are the basis for this grievance in specific detail. This is to be a description of factual details that can be verified, not personal opinions:

The grievant alleges that OYHA's actions constitute violations of (Check one or more of the following):

OYHA Bylaws _____

OYHA Operating Procedures _____

USA Hockey _____

Other (explain): _____

Remedy sought by the Grievant:

PART II: President and Vice-President to complete after initial discussion by the OYHA Board:

Grievance remains unresolved

Grievance Resolved (describe settlement)

OYHA Signature: _____ Date: _____

Grievant Signature: _____ Date: _____