

ST. LEO ATHLETIC ASSOCIATION

Grievance Procedure

The appropriate forum for discussion of general matters relating to athletic association policies or procedures are the monthly meetings. These matters might include equipment, fundraising, uniforms, fields, teams, etc. In those instances when a problem arises regarding a specific coach or person, the following grievance procedure **must be followed**.

- 1) Parents should bring the matter to the attention of the head coach or person **after** a time period of 24 hours has elapsed. This is considered to be a cool off period to rethink what actions you want to talk about. After 24 hours, parents should make arrangements by phone to speak with the coach or person privately at an appropriate time and place without the presence of children.
- 2) If the matter cannot be resolved, parents should complete the attached form and submit it to the president of the athletic association. A meeting will then be arranged between the parents, coach, sport coordinator and officers of the athletic association. After the issues have been discussed, a vote will be taken to reach a decision. Voting members will include the members of the Grievance Committee.

**ST. LEO ATHLETIC ASSOCIATION
GRIEVANCE FORM**

PARENTS NAME	DATE	
ATHLETE		
ADDRESS		
PHONE	SCHOOL	GRADE
NATURE OF PROBLEM		
DESIRED SOLUTION (by parent)		
SIGNATURE OF PARENT		
RESOLUTION/ACTION TAKEN		
SIGNATURE OF PRESIDENT		DATE

