

## **Gunter Youth Association Grievance Policy & Procedure**

The purpose of the Gunter Youth Association is to provide a safe and fun environment for the youth of Gunter to develop their athletic abilities. Our goal is to provide a positive experience for all members involved in our youth sports program.

The GYA Grievance Policy & Procedure has been designed to provide a process in which an individual can present an issue for review and resolution. Complaints must be based only on the conduct of members during GYA sponsored events and will be addressed on an individual basis. All grievances or concerns should be presented on an individual basis rather than as a group. Group complaints will not be heard in an attempt to ensure everyone is treated fairly.

The Gunter Youth Association has implemented a no tolerance policy for unsportsmanlike conduct or conduct that does not support or promote the purpose of this Association. Listed below are the steps to take in the event an issue cannot be resolved with a fellow GYA member. The objective of this policy is to resolve an issue or issues without escalation or mediation, if at all possible. Honest and open communication will often resolve an issue without getting others involved.

GYA requests your cooperation in complying with this policy so every effort can be made to resolve grievances in a reasonable and effective manner. It is the intent of GYA to keep these matters confidential, involving only those directly involved in the grievance if it is necessary to escalate the resolution.

1. Discuss your concern with the individual involved, if possible and if you are comfortable in doing so. If this is not possible then,
2. Discuss your concern with the Head Coach of the team involved or the elected Sport Commissioner.
3. If you are unable to resolve the grievance at this point, you are encouraged to present your concern in writing by stating the facts for the Board of Directors to review. The Board of Directors may request additional information, if in its sole discretion, the additional information is deemed necessary in reaching a decision. The Board of Directors will strive to take the matter in to consideration within 72 hours of notification.
4. The Board of Directors has the right to not accept or reject any formal written complaint based on merit. There will be no public vote held to determine the resolution of a formal written complaint; nor must a minimum number of complaints be received before an issue will be reviewed by the Board of Directors.
5. If a member is suspended from GYA for any reason, the suspended member must make a formal written request to be reinstated to GYA. The formal written request must include a description of action taken on the individual's behalf to ensure the behavior or action for which they were suspended does not occur again in the future. A minimum of five personal and substantiated references from current Association members must be submitted in writing along with the individual's request for reinstatement. The Board of Directors reserves the right to reject a request for reinstatement in order to preserve the goals and purpose of the Association.

The following behaviors are strictly prohibited from all GYA sponsored activities, whether at "home" or "away".

- Profanity
- Addressing an official, coach, player or fan in a derogatory manner.
- Cheating – knowingly going against any league rule.
- Verbal and / or emotional abuse of any player.
- Physical or verbal threats.
- Aggressive physical contact with any player or other person.

## Gunter Youth Association Grievance Form

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Team Name: \_\_\_\_\_ Head Coach: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Person(s) involved in incident: \_\_\_\_\_

**Check the appropriate answer regarding the incident:**

Was this incident reported to the Team's Head Coach? YES  NO

Was this incident reported to a GYA Commissioner? YES  NO

Name of GYA Commissioner - \_\_\_\_\_

Please list a narrative of the events in writing on a separate page and attach it to this form. The narrative must specifically state why the member's behavior appears to be in violation of the Association's Code of Conduct and / or By-Laws. Also, list what attempts have been made to resolve this issue. Be sure to include names and phone numbers of anyone that witnessed the violation.

\_\_\_\_\_  
Signature (person reporting the incident)      Date \_\_\_\_\_

Name of your child / children involved in GYA: \_\_\_\_\_

***GYA Board of Directors Use Only.***

Date Received: \_\_\_\_\_

What action was taken in regard to this issue? \_\_\_\_\_

Results on file with the Board of Directors: YES  NO

Date of completion: \_\_\_\_\_

**Mail this from with your comments to:**  
Gunter Youth Association, PO Box 66, Gunter, TX 75058