

# Ely Blue Line Club

## Grievance Policy

1. All grievances must to be filed on **The EBL Grievance Report Form** and sent to their Parent Rep and/or Safe Sport Coordinator within 5 days of grievance occurrence.
2. Parent reps and/or safe sport coordinator must report said grievance to an executive EBL board member within 24 hours of receiving notification of grievance.
3. The EBL board must schedule a special meeting to review the written grievance within days 5 of grievance notification.
4. All grievances with be reviewed in accordance with EBL, USA and MN Hockey policies by the EBL board as long as a quorum is present at said meeting
5. The grievant will be notified within 24 hours of review meeting on determination of their complaint and/or course of action determined by the EBL board
6. Grievant and/or the accused have 5 days to appeal the decision to the parent rep or safe sport coordinator.
7. A special meeting with the parent rep of the grievant, safe sport coordinator and executive board will be held to in an attempt to resolve said grievance.
8. If said grievance is not resolved after a special meeting is held, the District 12 director will be notified to assist in a resolution to grievance.

# Ely Blue Line Grievance Report Form

Grievant: \_\_\_\_\_ Team: \_\_\_\_\_

1. What happened? Is this the first occurrence? Describe incidents which gave rise to the grievance.
2. Who was involved? Give names and titles (include witnesses if applicable).
3. When did it occur? Dates, times.
4. Where did it occur?
5. How is the grievance violating Ely Blue line code of conducts, Safe Sport Guidelines, or MN/USA Hockey policy?
6. What changes need to be made to correct the actions?

Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Rep \_\_\_\_\_ Date \_\_\_\_\_