



## LDC Youth Hockey, Inc. Grievance Policy

- ❖ If a program member has a grievance against another individual, unless the grievance falls within the zero-tolerance bullying policy, a 24 hour cooling off period is required.
- ❖ Parties involved should try to resolve the grievance themselves.

Time Frame	Recommended Action
Day 1 (First 24 Hours)	Talk to player / child
Day 2 (Next 24 hours)	<ul style="list-style-type: none"><li>• Contact coaches about issues/concern</li><li>• If the issue is a violation of policy outside the typical within-team related issues, move on to recommended actions for Day 3 below</li></ul>
Day 3	Contact board if no acceptable solution has been provided by the coaches

\*\* A grievance form must be filled out and turned into SafeSport or Executive Board member\*\*

- ❖ On day 3 or later, if there is no change in the issues/concern
  - State the grievance in writing, and forward a copy of the grievance to all members of the Executive Board, including the President, Vice President, Secretary and Treasurer of the Board. Contact information is located on the website. Provide adequate detail in the grievance and include all pertinent information
    - If there are apparent violations of safe sport guidelines, the safesport director may also be involved at the early stages of the grievance process
  - A grievance committee will be selected by the Board of Directors, and will be comprised of three or more Board members to evaluate the grievance. If the grievance is found to be without merit, the case will be closed
  - If the grievance committee concludes that the grievance is with merit, the grievance committee will recommend appropriate action to the Board of Directors. Further action, unless defined specifically in this handbook, or the USA Hockey SafeSport Program handbook, will be at the discretion of the Board of Directors, by a majority vote
  - If the grievance directly involves a board member or board member's child, that board member will excuse themselves from the grievance committee and fact finding process
- ❖ All parties involved in the grievance will be notified of the findings and actions taken by the Board.
- ❖ The grievance investigation, involved parties, findings, and any disciplinary actions, will be kept confidential, where possible

# Grievance Form

**Please fill out completely & make a copy of the completed for your files.**

**If Necessary, attach additional pages.**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place of Event: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Skating Level: \_\_\_\_\_

Best Time to Contact: \_\_\_\_\_

Other Parties Involved: \_\_\_\_\_

**You must provide the following information in the grievance report. Turn the form in to Executive Board Member or place in SafeSport mailbox.**

- 1. The time, date and place of the event that was considered a grievance.**

\_\_\_\_\_  
\_\_\_\_\_

- 2. A specific statement of the written code of conduct and/or procedure violated. What action or conduct constituted the violation and what happened?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. The resolution or outcome you would like to see.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4. Are there any witnesses? Would they be willing to testify if needed? If yes, please provide names and contact information.**

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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

Board Member

Signature: \_\_\_\_\_

Date received: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Date Resolved: \_\_\_\_\_