

OHFCL GRIEVANCE FORM AND PROCEDURE

In order to ensure that the policies, procedures and standards of the Oak Harbor Football & Cheer League (OHFCL) are strictly adhered to, a formal grievance procedure has been implemented.

The OHFCL encourages all of its members to make every reasonable effort to address their concerns and resolve their issues informally before filing a formal written grievance. It is in the best interest of all involved that issues be resolved privately, without the need for a formal grievance. Please remember that the Codes of Conduct dictate that issues or complaints are handled in a private setting, out of view and hearing of other Members, especially, our athletes. If you are unable to resolve your grievance informally and wish to have intervention by the OHFCL Grievance Committee, then you must file your report using the OHFCL Grievance Form.

Grievance Form Instructions:

- Please fill out the OHFCL Grievance Form listing only one complaint. If there is more than one complaint listed, only the first allegation will be addressed. Please provide as much detail as possible.
- Members have 120 hours (5 days) from the date of the incident or verbal complaint, whichever occurred first, to turn this form in for formal processing. If we have not received this form within 120 hours of the verbal complaint, all matters associated with the verbal complaint will be considered closed.
- Please give this form to any Executive Board Member along with a nonrefundable filing fee of \$35.00. The Grievance Form will not be accepted without the \$35.00 filing fee.
- The President will contact the individuals to whom the grievance is addressed, provide a copy of the written grievance, and afford them an opportunity to respond in writing.
- Member grievance will be brought before a Grievance Committee at the first available meeting time with the intent of the committee to meet within 1 week of receipt, unless uncontrollable circumstances force an extension.
- Members will be allowed to call witnesses during the grievance committee.
- No spectators will be allowed in these meetings due to the sensitive nature of grievances.
- If the Grievance Committee finds that a member is guilty of the violation, the Committee may recommend a penalty for the misconduct. The recommendation of the Grievance Committee can be as simple as a verbal or written warning or as severe as permanent expulsion from the Oak Harbor Youth Football League. The recommendation of the Grievance Committee must be approved and handed down by the President.
- You will be notified within 24 hours of the decision of the Grievance Committee and the President.
- All recommendations by the Grievance Committee and the President are final and binding, there will be no appeals.
- The President will report the grievance and its results to the Executive Board at the next scheduled meeting.
- If the grievance is being filed against the President, the Vice President will fulfill the steps listed in this process where the term "President" is used.

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