

Blythewood Baseball League Grievance Policy and Procedure

If **any** parent, player or an individual has a concern or complaint the following procedures **must** be followed:

Step 1) Talk to the head coach **privately**; not during a scheduled practice or game time. The majority of all complaints and or issues can be resolved at this point *and they should be*.

Step 2) If the parent is not satisfied with step one, they can contact their leagues' Vice President*. The Vice President, head coach and parent will meet and make every attempt to resolve the issue. It is a requirement of the League Vice- President to document the meeting **and the** outcome and turn it in to the League's Commissioner.

Step 3)** If no resolution can be reached, a grievance committee request form should be filled out completely by the grievant and forwarded to the League's Commissioner through the appropriate League Vice President along with a non-refundable \$50.00 cash earnest fee.

Step 4) The grievance form and fee will be forwarded to the League Commissioner for review by the grievance committee.

Step 5) The League Commissioner will call and chair the committee for all grievances. NOTE: All parties noted in the grievance will be required to be present at the grievance hearing. No exceptions!

Step 6) The person(s) filing the grievance will be given fifteen minutes to present a case. The party filed upon will be given fifteen minutes rebuttal.

Step 7) The grievance committee will investigate and forward a recommended course of action to the Board and Executive Committee.

Step 8) The Blythewood Baseball League Board /Executive Committee will review the recommended course of action and vote on a final action as deemed appropriate. This will be the final resolution of the grievance process. All participants will be notified as to the final resolution.

The Grievance Committee will consist of the baseball Commissioner as the Chairman and two, non-coach affiliated parents from each individual league. The committee can have no fewer than 6 members plus the Commissioner to establish a valid quorum. The parent appointees will be designated by each league Vice President. The committee will meet once a month during the spring season and once a quarter during the off-season to include the fall.

* See web page for league VP directory.

** A grievance committee request form will not be accepted without the completion of steps 1 and 2.