

## **GRIEVANCE PROCEDURE**

Whereas when a member of the Palm Beach Gardens Youth Athletic Association (hereinafter “PBGYAA”) has a grievance, complaint, and/or concern of wrongdoing (hereinafter “grievance”), the following procedures shall apply:

1. The member will send a written description of:
  - a. The specifics of the grievance;
  - b. The person to whom the grievance relates to;
  - c. The Divisional Board of the sport in which the grievance arises in; and
  - d. Any additional information the member deems pertinent to the grievance.
2. The written statement described in (1) above shall be sent via letter or email to:
  - a. A Divisional Board President; or
  - b. The PBGYAA Executive Board President when the subject of the grievance is a Divisional Board President.
3. Upon receipt by the Divisional Board, the President of that Divisional Board shall assign investigation of the grievance to:
  - a. A member of the Divisional Board who;
  - b. Certifies a lack of conflict of interest investigating the grievance.
4. Upon receipt by the Executive Board, the President of the PBGYAA shall assign investigation of the grievance to:
  - a. A member of the Executive Board;
  - b. Who is not a participant of the sport from which the grievance arises; and
  - c. Certifies a lack of conflict of interest investigating the grievance.
5. Upon assignment of the grievance, the Board member must:
  - a. Speak personally with the member who has filed the grievance;
  - b. Request and obtain verifying documents, if available, from the member;
  - c. Request documents or correspondence from the Divisional Board and/or fellow member of the PBGYAA.
  - d. Within 30 days prepare a preliminary report for their respective Board of whether a valid grievance exists or not.
  - e. If a valid grievance exists, notice shall be provided to the member and/or Divisional Board who is the subject of the grievance, of the specifics being made against them and requiring their attendance at the next scheduled Executive Board meeting or Divisional Board meeting depending on the subject member of the grievance. Additionally, see (6) below.
  - f. If no valid grievance exists, a letter documenting the findings shall be provided to the member filing the initial grievance.
6. If a valid grievance exists, all parties (the member filing the grievance and the subject of the grievance) shall be required to attend the next available Executive Board meeting or Divisional Board meeting depending on the subject member of the grievance.
  - a. Each party shall be permitted one postponement.

- b. At the Board meeting, the investigating Board member shall present the summary of their findings.
- c. The subject of the grievance shall be permitted to present evidence and/or testimony in their defense.
- d. Any Rules of Evidence shall not apply to these proceedings (i.e., hearsay evidence will be admissible, documents do not need to be authenticated, etc).
- e. The President of the respective Board shall act as the moderator in these proceedings.
- f. A valid motion to suspend the fact gathering portion of the proceedings must be made and seconded before deliberations are conducted by the Board.
- g. Deliberations of the Board shall not be open to members of the public, the member who filed the grievance, and the subject of the grievance.
- h. A final determination of the actions to be taken in response to the grievance must be by majority vote of the respective Board.
  - i. The Board member assigned to investigate the grievance shall not be permitted to vote; and
  - ii. The President of the respective Board shall only be permitted to cast a tie-breaking vote.
  - iii. If the subject of the grievance is a member of the Board, that member shall not be permitted to vote on the final determination of sanctions against them.
- i. The final determination shall be written and served to all parties.
- j. Final determinations of the Divisional Board are subject to appeal to the Executive Board.
- k. Final determinations of the Executive Board are subject to appeal to a court of competent jurisdiction in Palm Beach County.