



## **GRIEVANCES of GCLC CODE OF CONDUCT**

All participants in the Grove City Lacrosse Club (GCLC), including players, parents, coaches, spectators, and referees, are expected to behave according to the US Lacrosse and GCLC Code of Conduct (available on the GCLC Website). It is expected that any conflicts that arise between participants will be resolved by applying both the letter and the spirit of the GCLC Code of Conduct, keeping in mind that the adult members of the program are viewed by the younger members as leaders, role models, and problem solvers.

The GCLC Board of Directors recognizes, however, that there may be rare instances when these conflicts cannot be satisfactorily resolved directly by the parties to the dispute or through the informal intervention of another program member. For those situations, the GCLC Board has instituted a formal Grievance Procedure and will utilize each program's primary administrator as a point of contact. All members should be aware that the Grievance Procedure IS NOT a substitute for direct conflict resolution between the parties; it is a secondary procedure to be employed only in the unlikely event that the parties cannot amicably and responsibly resolve their dispute through direct communication.

### **1. Grievance Statements**

- a. Protocol directs that the first step in the process is to "keep it local". Follow a local program's grievance procedure, which may be to inform the Head Coach first. A grievant should then inform the local program club officers for further resolution. Any and all steps taken must be documented.
- b. No grievance will be accepted from any person who himself or herself has not complied with the Code of Conduct, including the rule requiring a 24-hour "cooling off" period prior to speaking to a coach, official about the incident in question, or has engaged in any threatening, abusive, or harassing conduct, including verbal abuse.
- c. In the event that local parties cannot amicably and responsibly come to a mutually acceptable solution, a grievance may be lodged by any GCLC club's voting member for any suspected violation of the GCLC Code of Conduct within a reasonable amount of time, not to exceed 7 days, of the occurrence of the incident on which such alleged grievance is based.
- d. A valid grievance must be in writing, using the GCLC Grievance Form, and must explain the nature of the grievance, the circumstances surrounding the

alleged violation, and the specific provision(s) of the Code of Conduct alleged to have been violated. The person filing the grievance must also identify all witnesses or other persons with knowledge of the alleged violation. This form must be submitted to the GCLC League Commissioner no later than 7 days after the occurrence.

- e. No grievance will be accepted that seeks to challenge a coaching decision. For purposes of this provision, a coaching decision includes, but is not limited to, playing time, position assignments, starting assignments and lacrosse strategy. Details of the grievance are not to be discussed with anyone other than the party(ies) directly involved with resolving the grievance.
- f. It is recommended that details of the grievance should not to be discussed with anyone other than the party(ies) directly involved with resolving the grievance.
- g. An extension of the time to file such statement may be granted by the League Commissioner in his/her sole discretion. In the event the League Commissioner is a party to a grievance, the President shall fulfill the League Commissioner's responsibilities as described herein. If the President and League Commissioner are both parties to the grievance, it shall be considered by the Vice-President. If the Vice-President is party, the Boys', or Girls' Director, whichever is appropriate, will fulfill the responsibilities as described.
- h. Upon receipt, the League Commissioner will review the grievance and determine whether the grievance will be accepted or rejected within seven (7) days. The person filing the grievance will be notified promptly whether the grievance has been accepted or rejected.
- i. If the grievance is accepted, the League Commissioner will thoroughly investigate the incident and attempt to resolve the grievance with the parties amicably.

## 2. Referral to the GCLC Board

In the event that the League Commissioner is unable to resolve the grievance to the satisfaction of the parties, the grievance will be turned over to the GCLC Board of Directors. Any ruling or recommendation set forth by the League Commissioner regarding the matter will remain in effect until the issue can be addressed by GCLC Board of Directors at the next available meeting.

## 3. Preliminary Action by the GCLC Board

If the GCLC Board of Directors determines that no reasonable grounds for a grievance exist, it shall within seven (7) days after its meeting, make a written decision stating the grounds for its decision and shall deliver copies to the League Commissioner and the party alleging the grievance.

4. Delivery of the Statement of Grievance – Right to Reply

If the GCLC Board of Directors (BOD) determines that there are reasonable grounds for such grievance, it shall deliver a copy of the statement of such grievance to the person or organization allegedly responsible for such grievance. Such person or organization shall have seven (7) days in which to reply. An extension of the time to file such statement may be granted by the GCLC BOD in its sole discretion. The reply shall be in writing and shall be delivered to the GCLC BOD at the address specified by it and to the party alleging the grievance.

5. Disciplinary Action

In the event relief or disciplinary action is recommended by the GCLC BOD, the League Commissioner shall make copies of the written findings and decision, and deliver the decision to the parties and the GCLC BOD.

The League Commissioner or GCLC Board may choose to reinforce expectations by mandating the following:

- a. Additional Education
- b. Suspension (e.g. from game coaching duties [for any reasonable number of games], committee participation)
- c. Dismissal or termination

Adopted: February 3, 2017

Reference: GCLC Code of Conduct



## GRIEVANCE FORM

<b>1. Date of Incident and Approximate Time</b>	
<b>2. Location of Incident</b>	
<b>3. Teams/Clubs Present</b>	
<b>4. Person(s) Initiating Grievance</b>	
<b>5. Contact Information of Above</b>	Home Phone: Cell Phone: e-mail:
<b>6. Person(s) Against Whom Grievance is Initiated</b>	
<b>7. Steps Taken for Resolution</b> (see section 1(a) of the Grievance of Code of Conduct policy)	
<b>8. Description of Incident</b> (include specific Code of Conduct provision violated):	
<b>9. Witness(es)</b>	

<b>10. Were the Police called?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain)
<b>11. Other Pertinent Information</b>	

11. Signature(s) of person(s) filing the grievance:

\_\_\_\_\_

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

\_\_\_\_\_

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

*(Adopted: February 3<sup>rd</sup>, 2017)*