

Grievance Occurrence Information			
Date of Occurrence:		Time of Occurrence:	
Date Grievance Received:	[For LHYS Use Only]	Time Grievance Received:	[For LHYS Use Only]
Complainant Contact Information			
Name:		Phone Number:	
Address:		e-mail:	
Grievance Details			
Name of the person complaint is against:			
Position of the person complaint is against:			
Please provide the factual details of the issue and/or circumstance for which you are submitting this grievance including dates, times, parties involved, location of incident, behavior observed if a Code of Conduct issue:			
Please explain how you or your child has been harmed by this issue or circumstance:			
Please describe any efforts you have made to resolve your complaint. Please include all responses to your attempts to resolve this issue. i.e. if this complaint involves a coach, describe what have you discussed directly with the head coach and what were the responses:			
Please describe the remedy or outcome you seek for this complaint:			

Please keep a copy of the completed form for your records

## Grievance Process

The Licking Heights Youth Sports League has implemented a grievance process to provide players, parents or coaches a forum to submit a complaint about a LHYS League board member, umpire, coach or parent. Complaints submitted in accordance with the grievance process will be reviewed by the Grievance Committee consisting of 2 LHYS board members and the league President.

All grievances are to be submitted in writing using the Grievance Form to the LHYS League within **seven (7) days** of the event giving rise to the complaint. The grievance committee will review the complaint, conduct an appropriate investigation if warranted and make an appropriate response to the complaint.

### Grievance Submission and Response Steps:

1. All grievances must be submitted within **seven (7) days** of the event giving rise to the complaint.
2. All complaints must be submitted in writing using the Grievance Form found on the LHYS web site. Incomplete grievance submissions will not be accepted and will be returned for additional information. The complainant will have an additional seven (7) days to complete the requested information.
3. Completed Grievance Forms must be emailed to the League President at [lhys.hornets@gmail.com](mailto:lhys.hornets@gmail.com).
4. The Grievance Committee will review the grievance and determine whether the submitted complaint falls within the guidelines established by the policies and procedures of LHYS including, but not limited to:
  - a. Appropriateness of the complaint.
  - b. All information outlined on the Grievance Form is completed. Incomplete grievance submissions will be returned with a request for the missing required information (Refer to step 2).
5. You will be notified by the Grievance Committee whether the submitted grievance is accepted or denied.
6. Accepted grievances will be investigated by the Grievance Committee and a formal response will be provided to the complainant within seven (7) days of acceptance.
7. After the appropriate investigation, if the Grievance Committee finds that it is a valid grievance, the information will be presented to the LHYS Board who will review the findings.
8. The LHYS Board of Directors reserve the rights to determine what actions are to be taken.
9. The complainant will be notified of the LHYS Board of Directors decision and ruling regarding the grievance.