



Windsor Warriors AFC Grievance and Allegations Policy and Procedures

Effective 08/04/2022

PURPOSE

To establish a policy and procedure for grievances within the Windsor Warriors AFC (WWAFC) so a process is available to communicate grievances regarding a parent, player, coach or any other individual affiliated with the Club, and allow for appropriate and timely resolution.

The WWAFC Board of Directors strongly encourages the resolution of grievances and conflicts at the team or lowest level whenever possible.

DESCRIPTION OF GRIEVANCE

Grievances may include, but are not limited to, incidents during WWAFC sponsored events, inappropriate behavior by a coach, player, parent or other individual affiliated with the WWAFC.

The WWAFC Board of Directors does not consider issues specifically related to team formation/composition and team management matters such as coaching philosophy, decision making, style and playing time a grievance issue and should be resolved by speaking directly with the team coach.

Of special note, *any* allegations of a sexual nature will result in involved parties being *suspended* from all team activities *immediately* until such time as an investigation has been conducted. Depending upon the nature or severity of the allegations, Law Enforcement will be notified, and the club will work with Law Enforcement regarding the allegations.

GRIEVANCE PROCEDURE

Step 1. Discuss and report the grievance with the head coach of the appropriate team. If this is not feasible or doing so fails to satisfactorily resolve the issue, then proceed to Step 2.

Step 2. Discuss and report the grievance to the Executive Director. This is to be accomplished by formal meeting. A letter describing the grievance and steps taken prior to reporting to the Executive Director are to be submitted to the Director as

part of the Step 2 meeting. If this fails to satisfactorily resolve the issue, then proceed to Step 3.

Step 3. The final step is to write a separate formal grievance to the WWAFC Board with the detailed grievance along with a detailed explanation of actions taken to date to try and resolve the situation and which addresses Steps 1 and 2 above.

How to file Step 3:

1. Online Form (found on team's website)
2. Delivery of formal letter to Board member(s)

The detailed written grievance should include:

1. Date the grievance occurred
2. Name, phone number and e-mail address of the person filing the grievance
3. Name of player(s) (if applicable)
4. Team identification, including: (if applicable)
 - Name of team
 - Age group
 - Name of head coach
5. Complete description of issue (include as much detail as possible, including date(s), time(s), location(s), names of witnesses, etc., (if relevant))
6. Detailed step by step explanation of actions taken to date in an effort to resolve the problem

The WWAFC Board will determine if the actions taken to date were appropriate and no further action is required; or whether the grievance requires further investigation. If the Board determines that further review is necessary, no less than a three members will be selected to serve as a Grievance Task Committee, appointed by the Board of Directors, to investigate and present recommendations to the Board of Directors. All members of the selected Grievance Task Committee will not be witnesses or participants of the event. The Board will endeavor to the best of its ability to select impartial individuals.

WWAFC GRIEVANCE TASK COMMITTEE

The Grievance Task Committee shall meet to consider the grievance within seven (14) days of the Committee's formation with a final report to be provided to the board within an additional fourteen (14) days of the Committee's receipt of the grievance. Throughout the Committee's efforts the Board President and Risk Manager shall be kept informed of progress and serve as a point of guidance if any concerns arise. The committee's process shall be as follows:

1. An investigation will take place to interview and conduct a collection of facts with coaches, players and all parties involved, to determine what transpired during said grievance concern.
2. A committee meeting shall be conducted to review the concerned grievance and all those involved shall be notified of the meeting and shall be requested to be present. The committee shall discuss all findings to determine the degree and

severity of the behavior and the subsequent recommendation for corrective action(s), if necessary.

3. The committee shall complete a written report on the facts identified during their investigation along with recommendations which they will present to the Board within fourteen (14) days of receiving the grievance.
4. The Board of Directors will then have (14) days to review the Committee's findings and make a final review and determination of presented materials. A written statement of the Board's decision will then be presented to parties directly involved in the grievance. This determination is the final remedy at the Club Level, and all parties agree to accept the findings of the Board as well as any action taken as a result of the findings.

POTENTIAL OFFENSES ALONG WITH POTENTIAL CORRECTIVE ACTIONS

Offenses may include, but are not limited to, misconduct/unsportsmanlike behavior, disrespect, vulgarity, endangerment to others/fighting, verbal and/or physical harassment.

Corrective actions may include, but are not limited to, verbal warning, accompanied by a meeting with Board members; Suspension from all WWAFC participation for a specified period of time; Suspension from WWAFC participation for remainder of season; Revocation of spectator privileges and ability to attend sport events; and other actions as deemed appropriate by the Board for the particular situation.

BOARD REVIEW AND DETERMINATION

The Board will review the recommendations of the Grievance Committee and determine the appropriate action(s) to properly address the grievance. The WWAFC Board decision stands as the final action at the club level. There are no appeals. The Board will reply in writing to the submitter of the grievance on its findings and final determination. Upon conclusion of the final determination, the WWAFC Board will create a case file consisting of all documents associated with the investigation and fully document the final disposition. Files will be held for five years.

CONFIDENTIALITY

WWAFC recognizes the sensitive nature of certain grievances and will take all reasonable steps to ensure that the information reported and gathered through investigations shall be kept confidential and only shared with those individuals with a need to know in order to resolve the grievance. All parties directly involved and/or affected by a filed grievance and who are allowed to continue to be members of WWAFC, will not be subjected to future retaliatory-like actions as a result of the filed grievance.