



# Cape Coral Junior Football Association's Rules & Ethics Grievance Procedure

Our goal is to provide a positive experience to all members of our association. However, we realize that from time to time an issue may arise within our organization that requires attention. We have designed our “Grievance Policy” to provide a process in which an individual can present an issue for review. Grievances will be based on the conduct of members of CCJFA during league related activities. *The “Rules & Ethics” Committee will not hear complaints about the CCJFA Bylaws or the Policies and Procedures.*

*In an effort to resolve grievances in a reasonable and effective manner, we request your cooperation in complying with the Grievance Policy.* Any grievance should be presented on an individual basis; group (pack mentality) methods will not be tolerated.

## 1. Grievance Defined

- a. A complaint against Association members’ actions or personnel including its Board Representatives, coaches, youth participants, parents, officials, or fans.
  - b. A confrontation on the playing area, or an adjacent area, between Association members’ personnel, coaches, youth participants, parents, officials, or fans.
2. The object is to resolve issues at the most immediate level. Listed below are the steps that can be taken in the event that a grievance can not be resolved.
- a. It is the responsibility of all Association representatives (the parents, board members or spectators) to report any grievance to a “Rules & Ethics” Committee member (CCJFA Secretary) in writing within 48 hours of occurrence. No grievance will be heard if filed outside of the time limits. The “Rules & Ethics” committee will only review cases that are submitted on the official CCJFA Grievance Form. The Committee may request additional information deemed necessary in rendering a decision.
  - b. The “Rules & Ethics” Committee will convene either in person or via e-mail, and take the matter into consideration at the next calendared closed board meeting after receiving the written complaint. The “Rules & Ethics” Committee will hear both parties’ facts regarding the grievance. A decision will be rendered at that next calendared closed board meeting of the date of the written complaint.
  - c. The “Rules & Ethics” Committee has the right to not accept or reject any formal written complaint based on merit.
  - d. “Rules & Ethics” Committee decisions are final, and complaints will be retained on file and may be used in the disposition of other complaints.



# CCJFA's Rules & Ethics Grievance Procedure

Your Name \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail \_\_\_\_\_ Association name \_\_\_\_\_

Your Team Name \_\_\_\_\_ Date of Incident \_\_\_\_\_

Time of Incident \_\_\_\_\_ Location of Incident \_\_\_\_\_

Date Incident was addressed with team Coach \_\_\_\_\_

Please list a narrative of the events in writing. Please attach a separate page and attach if you need more room. List what attempts have been made to resolve it at the local level first, if any.

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

(Person reporting the concern)

Return this form and any attached submission to your CCJFA Board Secretary (Tracy Toussaint for the 2018 season)