



MURRIETA VALLEY PONY BASEBALL

a sanctioned league of PONY Baseball, Inc.

OPERATING POLICY / PROCEDURE

GRIEVANCES

Policy:

Murrieta Valley PONY Baseball shall provide a forum for its membership to voice grievances, express concerns or ask questions about its personnel, policy or procedures; to respond to those grievances promptly; and to take remedial action where warranted..

Procedures:

1.0 Complaints

1.1 Complaints should first be directed to the team Manager to see if the problem can be corrected at that level. In many instances, the Manager may not be aware of the problem. All Managers are directed by the Board to deal fairly and impartially with each issue.

1.2 If the complainant cannot resolve the issue by dealing with the Manager, the complaint should be made to the appropriate Division Director.

1.3 The complaint should be in writing, double-spaced, not to exceed two pages in length. The complaint should state:

- Any relevant dates and locations;
- The nature of the issue;
- The desired resolution.

1.4 The Division Director shall discuss the complaint with the team Manager in an attempt to come to a resolution. If the problem is resolved, the Division Director shall provide, in writing, the nature of the resolution to the complainant. The Division Director shall also forward this and the original complaint to the Vice President for inclusion in League files.

1.5 If the problem cannot be resolved or continues, the complainant shall be advised to file a formal grievance.

2.0 Grievances

2.1 The complainant may submit the grievance, in writing, to any Board member.

2.2 The grievance should include:

- The name and position (Manager, Board Member, parent) of the person against whom the grievance is being filed, including Division and team;
- The name and position (Manager, Board Member, parent) of the person filing the grievance, including Division and team;
- The nature of the complaint, such as violation of policy or code of conduct (cite specific paragraph or passage, if possible);
- Any relevant dates and locations; and
- The desired resolution.

For the sake of brevity, the complaint should be typed, double-spaced and should not exceed two pages in length.



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- 2.3 The League may establish a form for filing such grievances and make this form available to the general membership through the Division Directors and the League website.
- 3.0 Grievance Review
- 3.1 The grievance shall be reviewed within 48 hours by the League Vice President and at least two (2) Division Directors to determine if the grievance has merit and should be heard.
- 3.2 If the grievance WILL NOT be heard (“dismissed”):
- 3.2.1 The complainant shall be notified by the Vice President in writing as to why the grievance was dismissed.
- 3.2.2 The complainant shall have ten (10) days to supply additional evidence. Otherwise, the grievance shall be closed
- 3.3 If the grievance WILL be heard, the Vice President shall convene a meeting of the Grievance Committee, giving all parties at least 72 hours notice of the hearing.
- 4.0 Grievance Hearing
- 4.1 The Grievance Committee shall be comprised of the League Vice President (as Chair), Division Directors and the Umpire-in-Chief. A quorum of at least five (5) members is required.
- 4.2 Both the accused and the complainant may identify witnesses to speak or make presentations in their behalf. The names of those witnesses shall be given to the Vice President. Each witness shall provide to the Chair a written statement no later than 24 hours prior to the hearing. This statement, double-spaced and not to exceed a single page, shall contain:
- The witness’ name and relation to the accused;
 - The witness’ statement as it relates to the incident or accusation.
- 4.3 The Committee shall hear testimony from individuals in the following order:
- The complainant;
 - Witnesses for the complainant, one at a time;
 - The accused;
 - Witnesses for the accused, one at a time.
- 4.4 The complainant and the accused shall each be allowed five (5) minutes to present their case. Witnesses shall be given two (2) minutes to give statements. Statements should address the subject at hand and not reference past violations of others.
- 4.5 No questions shall be asked during statements. Following each statement, the Chair shall allow questions from Committee members, if any.



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- 4.6 The Committee may recall the complainant or accused as necessary, after which they and their witnesses may be dismissed.
- 4.7 The Committee shall then discuss the case to reach a conclusion and determine any disciplinary action.
- 5.0 Disciplinary Action
- 5.1 The Committee may apply actions or sanctions as follows:
- Dismiss the action without sanction;
 - Verbal warning to the accused through the Division Director or other designated Committee member;
 - Written warning;
 - Recommendation against post-season positions;
 - Removal from the League position;
 - Suspension for one or more games and/or practices;
 - Dismissal for the remainder of the current season;
 - Barred from the League for a period not to exceed one (1) year;
- 5.2 Sanctions other than those listed above must be approved by the Board of Directors. That includes, but is not limited to:
- 5.2.1 Barring the accused for a period longer than one (1) year – including a permanent ban (“expulsion”) – based upon the nature, frequency and/or severity of the offense.
- 5.2.2 Criminal prosecution or civil action.
- 5.3 The Chair shall issue a letter to the accused within 48 hours informing him or her of the action. The complainant shall also receive a copy.
- 5.4 The action of the Committee shall be final unless the decision is appealed to the Board of Directors.
- 6.0 Right to Appeal
- 6.1 The complainant or the accused may appeal the decision of the Committee to the full Board of Directors by submitting the request in writing to the League President. This appeal, double-spaced not to exceed two (2) pages in length, shall provide the reason for the appeal and must be submitted no later than ten (10) days after the hearing.
- 6.2 The President and two (2) other Board Members shall determine whether or not the appeal has merit. If so, the President shall schedule the appeal for the next regularly-scheduled Board meeting, or call a special meeting of the Board specifically for this purpose. A minimum of 72 hours’ notice is required.
- 6.3 The President shall conduct the appeal in the same manner as the grievance hearing (above).



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7.0 Records Retention

All complaints, incident reports, resolutions and disciplinary letters shall be stored by the Vice President for a period of not less than three (3) years. These records shall be held in confidence by the League and shall be passed on to incoming Boards of Directors.