

## **WRA Grievance Policy**

The Whitpain Recreation Association (WRA) includes children, parents, coaches and other individuals who serve the association and participate primarily on a volunteer basis. The WRA Board strongly encourages the resolution of grievances and conflicts at the team or sport level or lowest level whenever possible, remembering that WRA is generally staffed with volunteers who are committed to providing the best experience possible for the players. However, the Board recognizes that certain situations may not be satisfactorily resolved at the team or sport level or lowest level possible requiring intervention at a higher level within the organization. Consequently, the following outlines WRA's policy and procedure relating to the resolution of a grievance.

### **Description of Grievance**

**All grievances must be made in writing.** Grievances may include an incident during a WRA event, or behavior by a player, coach, or parent associated with a WRA event or related activity that is inconsistent with the WRA Codes of Conduct or sport guidelines. The Board notes that many questions related specifically to decisions around coaching philosophy, coaching decisions, and coaching style most often can be answered by speaking directly with the volunteer head coach before filing a written formal grievance.

### **Standing to Bring a Grievance**

In order to file a grievance a person must be:

1. a WRA Playing Member as defined Section 201 of the By-laws of the Corporation
2. A Voting Member as defined in section 201 of the By-Laws of the Corporation and who can demonstrate that the alleged Code of Conduct or sport guideline violation has or had an adverse impact on them

### **Grievances Procedure - Steps must be followed\***

1. First, player (or his parent/guardian) communicates with the head coach
2. Second, If not resolved at step 1, player elevates grievance to Boys or Girls Coordinator (Travel) or Commissioner (IM)
3. Third, If not resolved at step 2, player elevates grievance to the Sports Chairperson
4. Fourth, If not resolved at step 3, player elevates grievance to the WRA VP of Operations
5. Fifth, VP of Operations presents the grievance to Executive Board of WRA
6. Executive Board determines by majority vote if notification pursuant to Section 204 of the By-Laws of the Corporation is to be taken
7. Disciplinary action determination is made pursuant to Section 203 of the By- Laws of the Corporation.

\* if a grievance is made by a Voting Member other than a Player or his parent/guardian (i.e., Coach, Referee or other meeting standing criteria), the grievance starts at the Step 2 above and bypasses the head coach.

Notes:

- a. If a particular position is not currently filled the grievance moves to the next step.
- b. All grievances should be initiated within 7 days of the alleged violation.
- c. Anonymous grievances or grievances that circumvent the WRA procedure outlined herein do not have standing and will be rejected upon receipt.
- d. Issues related to who serves as Sport Chairpersons or on Sport Committees is not a grievance. Sport Chairpersons and Sport Committee members are appointed by the Board within the provisions of the relevant sections of the By-Laws of the corporation.
- e. Any Board Member named in the grievance is prohibited from voting

#### **Possible Corrective Action**

1. Verbal Warning from the WRA VP of Operations before grievance is elevated to the executive committee of the WRA Board.
2. Suspension from WRA activities for up to a period of up to two weeks.
3. Expulsion from WRA participation for remainder of sport season
4. Expulsion from WRA participation in all sport activities for up to a year
5. Other actions deemed appropriate by the WRA Board for the particular situation.

#### **Relevant By- Laws**

Section 201. Eligibility and Classes of Members. Membership in the Corporation shall be open to any person of good character, who is sincerely interested in furthering the objectives or participating in the purposes of the Corporation and shall consist of the following classes of Members:

- (a) Player Members. Any boy or girl meeting the requirements set by the Corporation shall be eligible to compete for participation in the sport programs sponsored by the Corporation but shall have no voting rights, duties, or obligations in the management or in the property of the Corporation.
- (b) Voting Members. Any parent **or** guardian of a child participating in the programs sponsored by the Corporation, or Commissioner, manager, coach, or official, who is sincerely interested in furthering the objectives of the Corporation, shall be designated as a Voting Member of the Corporation.

Section 203. Discipline, Suspension, or Termination. By the affirmative vote of at least two-thirds (2/3) of the members of the Board of Directors present at any duly convened meeting of the Board, the Board of Directors shall have the authority to discipline, suspend, or terminate the membership of any Player Member or Voting Member when the conduct of such person is considered detrimental to the best interest of the Corporation.

Section 204. Notice of Discipline, Suspension, or Termination. In the event the Board intends to take action contemplated by Section 203 hereof, the Secretary shall give written notice to the **parent or guardian** of the Player Member or Voting Member involved, of the date, time, and place of the subject meeting, and the general nature of the charges. The Player Member (**as well as the parent or guardian**) or Voting Member shall have the opportunity to appear at the meeting of the Board to answer such charges.

Section 205. Participation of **Coaches** in Proceedings Involving Player Member. In the event that the Board intends to take the action contemplated by Section 203 hereof, the Secretary shall, in the case of a Player Member, give the written notice contemplated by Section 204 above to the **coach** of the team, on which, the Player Member is then a player, in addition to giving a copy of the same to the **parent or guardian** of the Player Member involved. Said coach may appear, in the capacity of an advisor, with the Player Member, **as well as the respective parent or guardian**, before the Board of Directors.