

**GUELPH RINGETTE ASSOCIATION
GRIEVANCE COMMITTEE**

September 2004

1. **Purpose:** The Grievance Committee is being established to provide all members of the Guelph Ringette Association with a means of expressing concerns about inappropriate behavior by players, parents, bench staff or officials during games, practices and other team related activities.

Guelph Ringette would expect that most issues could be resolved at a team or individual level through discussion but recognize that some circumstances may be best dealt with through a third party.

2. **Committee Membership:** The Grievance Committee shall be composed of 3 people as follows:

Vice President (Chair)
Past President
Director of Coach & Player Development

If any of these positions are not filled or the incumbent cannot participate, the President may appoint members in their place. If possible members should have experience as bench staff and it would be desirable to have at least one female member.

A member of the Grievance Committee may not be involved where he or she is directly involved in the complaint or if a parent on a team involved in the complaint under such circumstances the President will appoint an alternate.

3. **Complaint Procedure**

A member of Guelph Ringette who is concerned by any behavior affecting a team or individual associated with a team may contact the Chair of the Grievance Committee (or another member if the Chair is unavailable) to have an initial discussion with respect to that concern. This discussion will be in confidence.

If after the initial discussion the member wants the Grievance Committee to investigate the matter, the member will provide a written request outlining the nature of the concern. On request, the Committee will attempt to maintain confidentiality but cannot guarantee it.

4. **Committee Process**

The Committee will investigate the complaint and will try to provide a response to the member within 10 days of receiving the written request.

If the complaint is against an individual, the Chair will immediately inform the member about the complaint and will arrange a time to discuss the concern. If the complaint is about a team, the Chair will immediately contact the Head Coach.

The Committee may seek information from other G.R.A. members who may have knowledge about the matter under investigation.

5. **Committee Action**

The Committees must first determine if the complaint has validity. If it is not considered valid the affected members will be so advised.

If the complaint has some validity, the Committee will first attempt to find a means of dealing with the unacceptable behavior in a manner agreeable to the parties involved.

If agreement cannot be reached, the Committee may decide to do any or all of the following:

- a) take no further action
- b) request, in writing, that a particular behavior be stopped or modified
- c) recommend a disciplinary action to the Executive
- d) if a situation is determined by the Committee to be of a very severe nature the Committee may recommend to the President the immediate suspension of any player, parent, bench staff, official or team until the matter can be reviewed by the Executive of the Guelph Ringette Association. The President has the authority to make the recommended suspension.

6. **Executive Meeting**

Upon receiving a recommendation for a disciplinary action, including suspension, the President will convene an Executive Committee meeting as soon as practical. Affecting parties will be notified of the meeting and will be allowed to attend and will be given an opportunity to speak.

The Grievance Committee will not vote as Executive Members but will report to the Executive on the matter under discussion and the reason for the Committees recommendation.

The Executive of Guelph Ringette has the authority to accept, reject or modify the recommendation of the Grievance Committee. The Executive has the power to:

- a) suspend any member
- b) remove any bench staff from their position
- c) expel any member

7. **Limitation:**

- a) The Grievance Committee is not empowered to deal with complaints regarding decisions of the Executive. (Members are welcome to address these concerns directly to the Executive)
- b) Guelph Ringette Association recognizes the responsibility of the Head Coaches appointed to various teams to be responsible for the discipline of players and bench staff of their teams. The Grievance Committee will not interfere with the reasonable application of discipline within the team. An action must be considered unreasonable, to warrant attention by the Grievance Committee.
- c) Complaints about members of other Ringette Associations will be directed to the appropriate league convener who will be responsible for taking appropriate action as needed.

8. **Other Recourse**

The Ontario Ringette Association has a complaint procedure for harassment. If a member of Guelph Ringette would prefer to deal with the Ontario Ringette Association, they may make use of this procedure.