

Stillwater Girls Traveling Basketball (SGTB)
Ad Hoc Grievance Procedure

Purpose:

The Ad Hoc Grievance Committee (AHGC) of the Stillwater Girls Traveling Basketball program is charged with ensuring that the parents, coaches, and others involved in a grievance make every effort to communicate and resolve their differences within the framework of keeping the interests of all the girls and the entire basketball program as the top priority.

Membership:

The Ad Hoc Grievance committee is comprised of three (3) or more board members who are not directly involved in the grievance.

Authority:

The Ad Hoc Grievance Committee has the authority to involve or consult with outside parties or mediators. The grievance will be considered closed after the Ad Hoc Grievance Committee issues a final statement of action. Anyone not accepting the Committee's statement of action may have their SGTB membership and involvement in the SGTB program terminated.

Procedure for Grievance:

1. Communicate issue with appropriate person(s).
 - A. If a parent is the issue, then communicate issue with the parent.
 - B. If coaching is the issue, then communicate issue with the coach(es).
 - C. If board member is the issue, then communicate issue with the board member.
2.
 - A. If not resolved, the grievance will be submitted to SGTB Board in writing.
 - B. If the issue involves a board member, then the involved board member will be excused from the meeting.
3. Upon receipt of a written grievance by the SGTB Board, an Ad Hoc Committee will be formed.
4. The Ad Hoc Committee will:
 - A. Review written letter of grievance.
 - B. Meet with those who submitted the written grievance.
 - C. Review any other written correspondence relevant to the situation.
 - D. Review the Parent/Coach/Board member's response.
 - E. Meet with the Parent/Coach/Board member in question.
 - F. Review Parent/Coach/Board member's history with SGTB.
 - G. Submit in writing a statement of action upon conclusion to the board.
5. The SGTB Board will submit in writing:
 - A. The statement of action to those who submitted the grievance.

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- B. The statement of action to the Parent/Coach/Board Member in question.
- 6. The Ad Hoc Grievance Committee's statement of action is considered final and is a representation of the SGTB board.
- 7. All supporting written documents are filed and sealed after a grievance is closed.