

Grievance Report



**LITTLETON HAWKS
YOUTH HOCKEY
ASSOCIATION**

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To ensure open and productive relationships between all Littleton Hockey Association constituents, all grievances must follow the prescribed procedures of escalation.

1. Direct Resolution: Meet with team coach(es) to attempt to resolve the challenge.
2. Formal Grievance: After submitting Grievance Report, the LHA Director will contact you within 48 hours to provide guidance or intervention to resolve the challenge.
3. Appeal: If complainant cannot reach resolution after following the first and second procedure, complainant may submit a written appeal as including proof that steps 1 and 2 were followed, to the Board. The Board will then consider the matter and render final resolution to the challenge.

Name:	Date of Submission:
I am a: <input type="checkbox"/> Skater <input type="checkbox"/> Parent <input type="checkbox"/> Coach	Date of Grievable Incident:
Team: _____	Time:
	Location:

Description of grievable Incident including the statement of the rule, policy or procedure violated. Specifically, what action or conduct constituted the violation and what happened?

Description of remedy or solution you propose:

<p>Step One: Direct Resolution</p> <p>I/We have attempted to directly resolve this challenge with the team coach(es).</p> <p><input type="checkbox"/>Yes Date: _____ <input type="checkbox"/>No</p>	<p>Result of direct resolve attempt:</p>
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<p>Step Two: Supported Resolution</p> <p>I/We have sought supported resolution to this challenge with the LHA Director.</p> <p><input type="checkbox"/>Yes Date: _____ <input type="checkbox"/>No</p>	<p>Result of supported resolve attempt:</p>
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<p>Step Three: Formal Grievance</p> <p>I/We are seeking intervention from the LHA Hockey Operations Committee.</p> <p>Complainant Signature: _____</p>	<p>Hockey Operations Committee Use Only:</p> <p>Date of Receipt: _____</p> <p>Committee Members: _____</p> <p>_____</p> <p style="text-align: right;"><i>See reverse for notes and resolution</i></p>
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