



Grievance Procedure and Form

Our goal is to provide a positive experience for our members. However, we understand that from time to time issues may arise that will require our attention. We have designed our “Grievance Policy” to provide a process in which individuals can present an issue for review. Grievances will be based on the conduct of members of the WBFL during league related activities.

1. Grievance Defined
 - a. A complaint against WBFL members’ actions or personnel including it’s Board Representatives, coaches, youth participants, parents, officials or fans.
 - b. A confrontation on the playing area, or an adjacent area, between WBFL members’ personnel, coaches, youth participants, parents, officials or fans.
2. The object is to resolve issues in a timely manner, as well as create documentation of any grievances.
3. Procedure
 - a. A Grievance form can be requested from any WBFL board member or obtained from the WBFL website.
 - b. A grievance form will be completed and turned into a board member.
 - c. The board member will transfer the grievance form to the correct member(s) of the WBFL Board and will let the individual filing the complaint know which board member(s) will be receiving the form.
 - d. The board member(s) who receives the form will investigate the complaint. 2 members of the board should be present for any discussions with individuals listed on the complaint form.
 - e. The WBFL board members investigating the report will vote a resolution, and a grievance resolution form will be completed.
 - f. Board members will contact all parties necessary and inform them of the resolution.

Grievance Resolution Form

Incident investigated by: _____

Investigation Notes:

Resolution Decision:

Resolution communicated to all necessary individuals by: _____

Signed (Board member): _____ Date: _____

Signed (Board member): _____ Date: _____