ROSEMOUNT AREA HOCKEY ASSOCIATION
FORMAL GRIEVANCE PROCESS & FORM

Please review the Grievance Process in its entirety before submitting your formal grievance form on the following page.

The following is applicable to all grievances and complaints involving hockey operations except for grievances related to the tryout process. RAHA requires a 48 hour waiting period after tryouts are completed to file a grievance with the board.

The RAHA's Board of Directors do sincerely intend to guide this organization toward the successful completion of the goal of making hockey a meaningful, enjoyable, and learning experience for all our players. In the process of doing this, it is realistic to assume that because of the nature of what we are doing and the number of people we are working with, some conflicts will arise, and infractions may occur. The board wants to address each of these and arrive at an acceptable conclusion in the most efficient and effective way possible.

The first and most important step in conflict resolution is at the team level. The manager of each team is the primary contact person, and the board urges all members to make every effort to resolve conflicts through positive communications with the team manager, coach and SafeSport Coordinator, if necessary, after a 24-hour waiting period. In the case of a reported violation of RAHA or USA Hockey policy, reports may be submitted in writing to the Vice-President as provided below, instead of a team manager or coach. Safesport violations MUST be reported to Safesport immediately.

If resolution is not possible at the team level, the next step in the grievance or violation process is to submit to the board in writing a detailed description of the conflict or violation. The grievance form is found on the RAHA Website.

This document shall be directed to the Vice-President of RAHA, who is the Chairperson of the Discipline & Grievance Committee. The other members of the committee consist of the President, Secretary/Treasurer, and additional members as determined by the board.

The committee will schedule and meet with the member(s) after reviewing the grievance or complaint. The chairperson of the committee reserves the right to schedule the meeting, time and place. The chairperson also reserves the right to CLOSE the meeting to only those involved in the grievance or complaint. Other board members may be present but do not have to vote in the proceedings.

Each committee member has one vote. Final ruling on each grievance or violation must be held final and be accepted by all parties. The chairperson will then report the findings of the meeting to the full board at the next scheduled board meeting. The Vice-President will notify the member(s) filing the grievance or complaint of the final findings and determination.

Upon making a final determination, the Grievance & Discipline Committee may take action including suspension, probation, censure, financial penalty or other forms of discipline. A record of Committee's meetings, findings, and final determination, along with the reported grievance or complaint, shall be kept by the Secretary/Treasurer, and shall be kept confidential, unless otherwise determined by a majority vote of the board; Minnesota Hockey; or USA Hockey.

Please email completed form to: Sara Marchese - saram@rosemounthockey.org

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NAME OF GRIEVANT: _____ **DATE:** _____

RAHA PLAYER NAME: _____ **PHONE:** _____

STATEMENT OF GRIEVANCE

RELIEF SOUGHT

Grievant Signature: _____ Date: _____

Received By: _____ Date: _____

- **Please email completed form to:** Ssara marchese - saram@rosemounthockey.org