

North Georgia Youth Football Association

Grievances and Filing Complaints

1.01 Grievances

The following kinds of grievances may be filed with the Association under this Article (a “Complaint”):

An “Administrative Complaint” is one pertaining to any matter within the cognizance of the Association, including, but not limited to, any alleged violation of or grievance concerning any of the Association’s rules, regulations or policies;

An “Opportunity to Participate Complaint” is one pertaining to any alleged denial, or alleged threat to deny, any athlete, coach, or trainer the opportunity to compete or participate in a competition;

A “Misconduct Complaint” is one pertaining to any disciplinary decision previously handed down by the Association as a result of player or coach misconduct.

An “Individual Complaint” is one pertaining to any grievance relating to the actions of a coach, athlete, trainer, or referee.

1.02 Filing a Complaint

Any current or former athlete, coach, or trainer (the "Complainant"), who believes himself/herself to be aggrieved by any action of the Association or by one of its members, may file a Complaint. If the Complainant is a minor, the Complaint may be initiated by such minor’s parent or legal guardian. To be considered for resolution through these procedures, the Complaint must:

- Be submitted via email to the Commissioner, Colton Green (cgreen@jeffersonrec.com);
- Be filed within twenty-four (24) hours of the occurrence of the alleged incident, violation, grievance, denial, or threat to deny, or in accordance with any applicable local laws; and
- Include the following information:
 - Complainant’s name (if Complainant is a minor, include the name of a parent or legal guardian; if the Complainant is a parent or guardian, include the name of the minor);
 - Complainant’s phone number;
 - Date, time, and location of the incident;
 - Names of teams involved in the incident, if applicable;

- A detailed description of the events, including all information necessary for Association to make a decision; and
- The type of relief requested.

A complaint that is not filed in accordance with this Section shall render the filing void.

1.03 Processing the Complaint

Upon receipt of a Complaint, the Commissioner will determine:

- (i) Whether the Complaint complies with the requirements specified in Section 1.02;
- (ii) Whether the Complaint is time barred pursuant to Section 1.02;
- (iii) Whether the underlying facts and circumstances referenced in the Complaint give rise to an issue that is appropriate for resolution under these procedures;
- (iv) Whether the Complainant has standing to file the Complaint;
- (v) Whether the Association has jurisdiction over the matter; and
- (vi) Whether the Complaint involves matters which the Corporation does not have the authority or ability to remedy. In making this determination, the Commissioner may consult with and rely upon advice from the Board Members.

If the Commissioner determines that the Complaint does not satisfy the criteria specified herein, the Commissioner shall so advise the Complainant, and the Complaint shall be dismissed, and no further processing of the Complaint shall be required pursuant to this Article.

If the Complaint has not been dismissed, the Commissioner shall investigate the Complaint. If the Commissioner is directly or indirectly involved in an occurrence that is the subject of the Complaint, the Board will investigate the Complaint.

The Commissioner shall send to the Complainant a notice acknowledging the receipt of the Complaint (the "Notice to Complainant"). The Notice to Complainant shall include:

- The name and contact information of the Commissioner;
- The date by which it is anticipated that the investigation will be completed; and
- A copy of these procedures.

The Commissioner shall send to any individual whose conduct or rights are the subject of the Complaint (an "Adverse Party") a notice of the filing of the Complaint and a copy of the Complaint (the "Notice to Adverse Party"). No Notice to Adverse Party need be sent when the only Adverse Party is the Association. The Notice to Adverse Party shall include:

- A copy of the Complaint;

- An invitation to respond to the Complaint within three (3) days;
- The date by which it is anticipated that the investigation will be completed;
- A copy of these procedures.

1.04 Investigation of the Complaint

The investigation of the Complaint shall include a collection of all relevant documents and, if necessary, interviews with the Complainant, the Adverse Party, and/or other persons having information related directly to the subject matter of the Complaint.

1.05 Disposition of the Complaint

The Commissioner shall prepare a written summary of the investigation and a decision as to the appropriate disposition of the Complaint. A copy of the summary and decision will be sent to the Adverse Party, if applicable.

1.06 Appeals

Any Party may take an Appeal from a decision of the Commissioner to the Board within five (5) days of receipt of the Commissioner's decision. The Notice of Appeal must set forth the basis for the appeal. The Notice of Appeal must be emailed to the Commissioner via email (cgreen@jeffersonrec.com). The Commissioner will then deliver to the Board the complete record of the appeal along with the appeal and responses submitted by other parties. A copy of the Notice of Appeal will be sent to any Adverse Parties whose actions or rights are involved in the Notice of Appeal. Any Adverse Parties shall have the right to submit responses to the appeal within three (3) days of receipt of the Notice of Appeal.

The Commissioner will not take part in the decision of the Board. The Board shall, by majority vote of all non-abstaining members and without considering new evidence, render a decision with respect to the appeal.

Any decision of the Board with respect to an appeal shall be final and binding on all parties.

1.07 Expedited Procedure

With respect to an Opportunity to Participate Complaint, every effort will be made to expedite the proceedings, including, but not limited to, modifications made by the Commissioner or by the Board to the procedures set forth above in order to resolve the Complaint prior to the start of the season.