

<p style="text-align: center;">St. Michael's Athletic Association Grievance Procedures for Parents</p>

This grievance procedure is adopted to assure an opportunity for parents and coaches to have an unobstructed communication. Every effort shall be made to resolve each grievance at the lowest possible level.

A grievance is a claim that there has been a violation, misinterpretation, or misapplication of any provisions of the St. Michael's Athletic Associations Coaches' Code of Ethics.

The failure of a grievant to act on a grievance within the prescribed time limit shall bar any further appeal of the grievance. The coach's, coordinator, Athletic Director, or Association failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, at any level, may be extended by mutual agreement.

LEVELS OF PROCEDURES:

- A. Level One**- The parent, after conversing with coach, will present the grievance in written form to the coach within one week of the incidence. The written grievance should state the specific nature of the grievance and the remedy requested. The coach will have one (1) week to respond (the coach must submit a copy of the grievance and must confer with the appropriate coordinator).
- B. Level Two**- If the grievance cannot be resolved at level one, the grievant will have one week to forward in writing his or her specific grievance and remedy requested to the appropriate Coordinator. The coordinator with consultation with the Athletic Director shall respond to the complaint within one (1) week.
- C. Level Three**- If a satisfactory disposition of the grievance is not reached at level two; the grievant must refer his or her grievance to the Athletic Director. The written grievance must continue to be specific in the nature of the grievance and the requested remedy. The decision of the Athletic Director is to be made within ten (10) days after official reference. If no decision is rendered, or if the grievant is dissatisfied with such decision, he or she may continue the grievance to level four (the Executive Committee of the Athletic Association)
- D. Level Four**- The Executive Committee of the Athletic Association shall render a decision after affording the grievant and the coach an opportunity to meet jointly or to confer separately with them concerning the grievance. The Executive Committee shall render a decision within ten (10) days of the receipt of the grievance.
- E. Level Five**- In the event that the grievant is not satisfied with the resolution to the decision at level four, the matter may be submitted to the Pastor. Notice of such an intention must be given to the President of the Athletic Association within one (1) calendar week. The decision of the Pastor will be final and binding on all parties.