

## **CBA Sportsmanship Committee Policy & Procedure for filing Grievances**

**Mission Statement:** Colleyville Baseball Association (CBA) is a non-profit organization run by an all volunteer member board. CBA believes that through community action we can help young people develop into better adults through participation in organized, supervised recreation. The individual age appropriate leagues are designed to provide organized baseball activities focusing on individual instruction and teamwork in a positive, constructive, and fun environment. CBA believes that if you teach young people to play by the rules, they will learn to live by the rules. Our desire is to provide a positive experience for all members within our youth sports program. However, we realize that from time-to-time an issue may arise within our organization that requires attention. We have formed a Sportsmanship Committee along with grievance policy guidelines to provide a process in which an individual can present an issue for review and resolution. Complaints will be based on the conduct of members of the CBA during league related activities. The Sportsmanship Committee will not hear complaints about the CBA Bylaws or its polices and procedures.

In an effort to resolve grievances in a reasonable and effective manner, we request your cooperation in complying with the Sportsmanship Policy. Any grievance should be presented on an individual basis. It is the intent of the Committee to keep these matters confidential, involving only those directly involved with the grievance.

The following procedures should be taken regarding any grievance of an individual affiliated with the Colleyville Baseball Association. The objective is to resolve issues at the most immediate level. Listed below are the steps that should be taken in the event that a grievance can not be resolved.

1. Contact the age appropriate Commissioner. This information is available on the website.
2. If you are unable to resolve the grievance with the Commissioner's involvement, you may present, in writing, the facts of your grievance to the Sportsmanship Committee Chairperson for Committee review. The Committee will only review cases that are submitted on the official CBA Grievance Form. The Committee may request additional information, if in its sole discretion, they deem it necessary in rendering a decision. The Sportsmanship Committee must convene and take the matter into consideration within 72 hours of receiving the written complaint.
3. All formal written grievances must be submitted within 7 days of incident.
4. The Committee has the right not to accept or reject any formal written complaint based on merit.
5. The Committee rulings are final. An appeal of the Committee's decision may be made directly to the CBA Board. The Committee's decision is in effect until a decision is made by the Board. There is a \$25 Appeal Fee that will be reimbursed in the event of an overturned Committee decision.
6. Complaints will be retained on file and may be used in the disposition of other complaints.