



## Powhatan Little League Grievance Policies & Procedures

### GRIEVANCE POLICY

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The PLL Baseball grievance policy & procedures are established to provide eligible PLL members an efficient & effective means by which to objectively resolve disputes or problems. All PLL members in good standing are eligible to file grievances. The Grievance Committee will consist of at minimum, the President, the Vice-President and the Coaching Coordinator. The Board of Directors may vote on and approve/disapprove additional directors or volunteers to be members of this committee as needed.

### GRIEVANCE PROCEDURES

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**DEFINITION OF GRIEVABLE MATTERS:** A grievance is a complaint or dispute relative to a member's participation including:

- Disciplinary actions that shall include the following: letters of reprimand, suspensions, disciplinary probation status, and dismissals, that result from formal discipline or unsatisfactory behaviors.
- Concerns regarding the application of PLL policies and procedures.
- Acts of retaliation as the result of utilization of the grievance procedure or of participation in the grievance of another PLL member.

**NON-GRIEVABLE MATTERS:** PLL shall retain the exclusive right to manage the affairs and operations of the league. Accordingly, the following complaints are not grievable:

- The content of PLL policies and procedures
- Game results
- Calls made by umpires

**REQUEST FOR GRIEVANCE HEARING:** The grievance will be initiated by the grievant upon completion of Step 1 of the grievance procedure by emailing any of the Grievance Committee members. This email will be maintained as an official record of grievance by a member. The PLL administration book kept by the President will be appended to at each subsequent step of the grievance.

**REQUEST FOR DETERMINATION OF GRIEVABILITY:** This process will be initiated by either the grievant or a PLL director when the grievability of an issue is at question. A determination of grievability can be requested by either party at any time prior to the Grievance Committee hearing.

**MANAGEMENT RIGHTS:** Nothing in the grievance procedure set forth herein is intended to circumscribe or modify the existing management right of PLL Baseball Board of Directors to do any of the following:

- a) Direct the work of its volunteers
- b) Maintain the efficiency of PLL operations
- c) Determine the methods, means, and volunteers by which operations are to be carried out

**GRIEVANCE PROCEDURES:**

**Step 1: Director Level** – A member who has a grievance shall initially discuss the complaint or dispute directly with the immediate League Director. At this time the Director shall:

- 1) Determine that the member is formally registering a grievance by initiating Step 1 of the grievance procedure.
- 2) The Director will ask the member if he/she is, in fact, initiating Step 1 of the grievance procedure at this time.
- 3) If the member answers in the affirmative, this date will be the date upon which the grievance is filed.
- 4) The Director shall be responsible to ensure that the importance of this date is explained to the member.
- 5) This date will be the date from which all other procedural requirements shall be determined.
- 6) The meeting at this step takes place between Director and member. The member may not have witnesses and/or representatives present during Step 1 of this process.
- 7) The grievance need not be reduced to writing at this time; however, the grievance must be reported to the grievance committee chair within ten (10) calendar days of the event giving rise to the grievance.
- 8) The Director shall give the member an oral reply or answer within five (5) calendar days after the member reports the grievance to the Director.

**Step 2: President** - If the reply or answer of the Director does not resolve the grievance, the grievant may file a written grievance statement with the President by emailing any member of the Grievance Committee.

- 1) The President shall send copies to the Grievance Committee within five (5) calendar days after the Director's oral reply.
- 2) By filing such statement, the grievant expressly foregoes any relief offered to the grievant in Step 1.
- 3) A description of the complaint or dispute which constitutes the grievance as defined herein:
  - (1) A description of the attempts which have been made to resolve the complaint or dispute.
  - (2) The specific relief which the grievant expects to obtain.
- 4) The President shall meet with the grievant within five (5) calendar days after receipt of the written statement.
- 5) The grievant may also have one representative of his choice who is not an attorney present at this meeting.
- 6) Appropriate witnesses for each side may be present, but only while providing information.
- 7) A written reply by the President shall be sent or delivered to the grievant within five (5) calendar days following such meeting.
- 8) A copy of the President shall be copied to each member of the Grievance Committee.

**Step 3: Grievance Committee Level** - If Step 2 fails to resolve the grievance, the grievant may request a panel hearing of the Grievance Committee.

- 1) This request shall be made, in writing, within ten (10) calendar days after receipt of the Presidents' decision by emailing any member of the Grievance Committee.
- 2) By making such request, the grievant expressly foregoes any relief offered to the grievant during Step 2.

- 3) The recipient of the email shall notify the Grievance Committee of the request for a hearing and shall set a date and time for the hearing as soon as possible thereafter.
- 4) The Grievance Committee shall notify the grievant of the date, time & location of the Grievance Committee hearing.
- 5) Both the grievant & the PLL Board may call appropriate witnesses at the hearing. Each party may present evidence.
- 6) Only evidence relevant to the grievance, as defined herein, shall be presented by the grievant and the PLL Board at the hearing.
  - a. The Grievance Committee shall conduct hearings in accordance with Robert's Rules of Order.
  - b. The procedural rules will be discussed and acknowledged prior to the commencement of the hearing.
  - c. The Committee does not have the authority to formulate or change any PLL Baseball policies or procedures or to decide whether a complaint or dispute is grievable.
  - d. The Committee may interpret the application of policies and procedures as they relate to the specific grievance at issue.
    - i. The President shall provide the Committee with copies of the grievance record prior to the hearing, and will provide the grievant with a list of documents furnished to the Committee.
    - ii. The grievant, at least ten (10) days prior to the hearing, shall, upon request, be allowed access to and copies of all relevant files intended to be used by the PLL Board in the grievance proceeding.
    - iii. Documents, exhibits and lists of witnesses shall be exchanged between the parties at least three (3) working days in advance of the hearing.
    - iv. Nothing in this paragraph shall be construed to (1) affect any legal privilege which protects a document or exhibit from disclosure, (2) require a party to disclose rebuttal evidence prior to the hearing or (3) require the disclosure of either party's strategy.
    - v. Within fifteen (15) workdays following the hearing, the Grievance Committee shall render a written decision and the Chairperson shall send copies of the decision to the grievant, the grievant's League Director, and the President.
    - vi. The majority decision of the Committee, acting within the scope of its authority, shall be final and binding upon the PLL Board and the grievant; and the decision shall be consistent with the written policy.

**PROCEDURAL COMPLIANCE:** After the filing of a written grievance, failure of either party to comply with all substantial procedural requirements of the grievance procedure without just cause will result in a decision in favor of the other party on any grievable issues, provided the party not in compliance fails to correct the non-compliance within five (5) calendar days of receipt of written notification by the other party of the compliance violation. Note: The grievant is never required to proceed to the next step of the process. If the grievant does not proceed to the next step within the time period provided in this procedure, the grievance will terminate.

**DETERMINATION OF GRIEVABILITY:**

- 1) Determinations regarding whether or not a matter is grievable shall be made by the PLL Vice-President at the request of either the President or the grievant.
- 2) The PLL Vice-President's determination shall be made within ten (10) calendar days after receipt of the grievance.
- 3) The PLL Vice President will notify the grievant, League Director, and the President of the determination.
- 4) The determination of grievability may be made only after the grievance is reduced to writing, but before the hearing, or it shall be deemed to have been waived. However, once raised, the issue of grievability must be resolved before further processing of the grievance.
- 5) If the issue is determined to be non-grievable, the grievance process is concluded

**GRIEVANCE COMMITTEE COMPOSITION:**

- 1) The Grievance Committee will be composed of five members: Vice-President, Player Agent and three regular PLL members. One member shall serve as the chairperson.
- 2) To ensure an impartial Committee hearing, no member of the Committee shall:
  - a) Have direct involvement with the grievance or with the complaint or dispute giving rise to the grievance,
  - b) Be a direct Director of a grievant or be the spouse, parent, and child, descendants of a child, sibling, niece, nephew, or first cousin of a participant in the grievance.
- 3) Upon the disqualification of a member or members of the Grievance Committee, the remaining members or member shall be authorized to hear and decide the grievance.