



Sundown Little League Grievance Procedures

Your Grievance

A grievance is a complaint made by a parent/guardian of a player member, or any official volunteer (Manager, Coach, Team Parent, Scorekeeper etc.) of Sundown Little League against a service, official volunteer or policy of Sundown Little League. A grievance must be made within seven (7) days of the incident.

State your grievance. Include date, time and place of incident. Also include the names of Official Volunteer, witnesses, player or other persons involved, if any. State the action you desire such as a change in service or policy, or the addition of a new service or policy or attention to Volunteer performance.

Sundown Little League Response

The Sundown Grievance Committee, composed of Sundown Board Members, will investigate the grievance by gathering information from the person making the complaint, the volunteer or any other person involved. A Committee Member may request a meeting with the person making the complaint and Volunteer if needed to resolve or clarify the situation.

The Committee will respond to the person making the complaint by email (or in writing if email is not available) within seven (7) days.

Request for Review

If you are not satisfied with the response, you may request the Sundown LL President to review the Grievance Committee's decision. The request for review should be sent within three (3) days from the date that you received the decision from the Committee.

Review by President

The President will review the Committee's decision. The President may request further investigation by the Committee or a meeting with the person making the complaint. The President will either agree or disagree with the decision of the Committee.

The President will respond in writing within seven (7) days from the date that the request for review is received. The decision of the President is final.

NOTE: If your complaint involves the President, direct your complaint to the President. The President will reply to your complaint within seven (7) working days. If you are not satisfied with the reply from the President, you may send your complaint to the District 8 Administrator. Contact information may be found at the District 8 website; www.d8ll.org.

Email your complaint to: sundownlittleleague@yahoo.com

Mail your complaint to: Sundown Little League
PO Box 7784
Stockton, CA 95267



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Today's Date: _____

Name: _____

Address: _____

Phone Number: _____ Email: _____

Your Grievance

A grievance is a complaint made by a parent/guardian of a player member, or any official volunteer against a service, staff or policy of Sundown. A grievance must be made within seven (7) days of the incident.

State your grievance _____

Date, time and place of incident _____

Names of Official Volunteer involved, if any _____

Names of witnesses or other persons involved _____

What actions do you want in response to your grievance

- Change in service or policy
- Establish new service or policy
- Attention to Volunteer performance
- Other: _____

Signature _____

Date _____

Please email, mail or deliver your complaint to ATTN: Sundown Grievance Committee. The Grievance Committee will investigate your complaint and reply within seven days.



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Sundown Grievance Committee Response

The Sundown Grievance Committee will investigate the complaint by gathering pertinent information from the person making the complaint, the volunteer or any other person involved, and any witnesses. The Committee may request a meeting with the person making the complaint and Official Volunteer if needed to resolve or clarify the situation.

The Committee will respond in writing within seven days.

Date of receipt of Grievance: _____

Date that Reply is due: _____

Recommendation: ACTION NO ACTION

Notes:

Use additional pages if needed

Name of Committee member(s) investigating this complaint: _____

Signature _____

Date _____

Request for Review

If you are not satisfied with the response, you may request the Sundown Little League President to review the Grievance Committee's decision.

Please send your request within three (3) working days from the date that you received the decision from the Committee - by date: _____

To request a review by the President, sign and date below, and deliver this copy to the President. You can fax, mail or deliver this copy.

Signature _____

Date _____



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Review by President

The President will review the Committee's determination of the grievance. The President may request further investigation by the Grievance Committee or a meeting with the person making the complaint. The President will either agree or disagree with the decision of the Grievance Committee.

The President will respond in writing within seven working days from the date that the request for review is received.

Date that Request was received: _____

Date that Review is due: _____

President's Determination: AGREED DISAGREED

Notes:

Signature _____

Date _____

The decision of the President is final.