



## SVMS Grievance Process

SVMS has a grievance process in place to provide players, parents and/or coaches a forum to have their complaints heard and acted upon if necessary. All grievances are to be submitted to Amy Nauta, SVMS Athletic Director. If a person(s) has a grievance, they are to submit their complaints in writing directly to the Athletic Director within seven days of the event. The complaint will be reviewed and an appropriate investigation will be conducted. If necessary, Sr. Noreen, SVMS principal, will be contacted about how the incident should be handled after consideration of all the facts. People submitting a grievance may remain anonymous but are required to put their complaint in writing. This complaint will remain on file for historical records. The decision is the final decision in all cases.

### **Grievance Process:**

1. The person(s) filing the grievance will submit their complaint in writing to Amy Nauta, Athletic Director, within seven days of the event giving rise to the complaint. To submit a grievance, please print out and complete the form below.
2. The complaint will be reviewed to determine whether the complaint filed falls within the guidelines established through the SVMS Code of Conduct.
3. The complaint will be reviewed to ensure it is complete or if requires additional information.
  - a) A grievance must be filed using the appropriate form and all questions on the form must be addressed. If there is additional information that doesn't fit in the form, an Additional Comments section is available on the bottom of the form.
  - b) Incomplete grievance filings (not providing requested information) will be returned with a request for the missing required information.
4. If necessary, an investigation will be conducted and an appropriate recommendation will be given to the SVMS Principal on how to proceed.
  - a) A copy of the grievance will be put on file for future reference.
5. The SVMS Principal and/or the Athletic Director will address the grievance with the person or person(s) and work toward a favorable outcome.

# SVMS Grievance Process Form

Date Filed:

## Contact Information for person filing the grievance:

Name:

Email:

Do you want to remain anonymous?

Person Grievance is filed against:

Date of the incident

## Please answer all of the following questions.

What is the complaint? Please be very specific and concise in presenting the complaint.
<input type="text"/>
Describe the event which has caused you to issue this complaint?
<input type="text"/>
Describe your response to the event at the time it occurred?
<input type="text"/>
How do you feel this event violated the SVMS Code of Conduct
<input type="text"/>

Additional Comments

You may email this form to: Amy Nauta ([svmsathletics@gmail.com](mailto:svmsathletics@gmail.com))

We request that all grievances remain confidential until proper consultation has been done.