

# **Rimbey Gymnastics Society**

## **Grievance Policy**

Updated/Approved April 19, 2024

Grievance is defined as: *Conflict between two or more parties concerning interpretation, application, administration or alleged violation of policies governing programs of the Rimbey Gymnastics Society.*

Concerns or questions must be handled through the proper channels. Starting with the person you have a grievance with and escalating upwards. The order of addressing a grievance is as follows:

1. Coach
2. Head Coach
3. Board Chair/President
4. Board of Directors

A grievance will only be addressed when presented, in writing, to one level above the person the grievance applies to. A response to the grievance, again in writing, is to be delivered no later than 2 weeks from the grievance filing date. Dissatisfaction with the response or failure to respond is cause for the grievance to be filed with the next highest level. The Board of Directors will be the final authority on all grievances.