

Eastern Iowa Figure Skating Club Grievance Policy & Procedures

1. There is a complaint form for grievances and the grievance form is to be completed and filed with a member of the EIFSC grievance committee.
2. Once a grievance has been filed with a member of the grievance committee, the Respondent is notified and receives a copy of the form.
3. The respondent has fourteen days to respond in writing.
4. If no written response is received then that is an admission of the allegation and the respondent waives all rights to a hearing or appeal. When no written response is received within stated timeframe then grievance committee meets and determines appropriate action.
5. If a written response is received then grievance committee will schedule a hearing within 10 days from response receipt. All the parties will be notified verbally and in writing of time of hearing with members of grievance committee.
6. Either party can object to one member each of the grievance committee for conflict of interest. The EIFSC board will name a replacement for any objected member(s) of the grievance committee.
7. Both parties may attend hearing and bring documentation, witnesses, etc. to support their "case". It is responsibility of complainant to provide clear evidence of alleged infraction.
8. After hearing both sides, grievance committee shall meet privately and determine result and any appropriate action. Results shall be communicated to both parties in writing but may also be given verbally as well.
9. Either party has right to appeal to EIFSC Board or another body designated by the board.
10. Decision of the board or its designee shall be final.