



Lakewood Soccer Association, Inc.

Lakewood Grievance Form

Date:		Age Category:	
Person Filing Grievance:		Filing Grievance on Behalf Of:	
Date of incident:		Date Received:	

Grievances Accepted by Email or Mail

EMAIL:

president@lakewoodsoccer.com

MAIL:

Lakewood Soccer Association, Inc.
 Dept. 512, #8B - 3110 8th Street East
 Saskatoon, Sask. S7H 0W2

GRIEVANCE PROCESS

The individual filing the grievance should put together their complaint setting forth:

- Who (or what) their grievance is against
- The complete factual circumstances that form the basis of the grievance
- Please use full names and dates when outlining the details of the grievance
- The grievance should contain enough detail so that informed questions can be asked by LSA Grievance Committee and/or decisions be made by LSA Grievance Committee
- The relief the individual is seeking from the grievance process
- The grievance must be submitted in writing using this form

Once LSA receives the grievance, the LSA Grievance Committee delegate will first try to set up an informal discussion or (potentially) mediation within seven (7) days. This effort will not prejudice the grieving party's ability to move the grievance forward. Every effort will be made to resolve the dispute, to everyone's satisfaction, without a full hearing or meeting. If a resolution is not possible a prompt hearing will be scheduled.

If a resolution is not possible, the LSA Grievance Committee will appoint a panel for a formal grievance hearing. The panel will be made up of not less than three (3) people that will include, but is not limited to 3 Lakewood Directors.

To move the grievance process forward to a formal hearing a deposit of \$50.00 must be made payable to Lakewood Soccer Association, Inc. At the conclusion of the grievance process the LSA Grievance Committee will decide whether or not to refund (in part, or in whole) the grievance deposit.



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DETAILS OF GRIEVANCE

To be completed by LSA Grievance Committee:

Deposit Attached:		Received:	
Reviewed By:		Date:	
Reviewed By:		Date:	