

# **Grievance Procedure**

## **Effective January 4, 2016**

A grievance shall be understood to mean a complaint by a Member or group of Members of the Colts Neck Sports Foundation ("CNSF") that there has been an event or condition believed to be a misinterpretation, misapplication or a violation of an established objective or the By-Laws, Philosophy or Policy and Procedures of the CNSF.

### **Individual Sport Grievance**

In the event of a grievance involving an individual sport, the grievance procedure should be initiated as soon as reasonably possible by completing a Grievance Form, which is located on the CNSF website. A person who has a grievance within a specific league shall forward the Grievance Form to the Commissioner, with copies to the CNSF Board President, as soon as reasonably possible. Within five business (5) days of receipt of the grievance, the Commissioner shall communicate a reply to the grievant and the CNSF Board President with a response in writing along with supporting reasons to the grievant unless cause dictates otherwise (for example, a Commissioner is out of town). In addition, the time may be extended if the Commissioner requires more time to obtain information and/or speak to witnesses. The Commissioner is encouraged to use other Directors to assist in the resolution of the grievance. If communication with the Commissioner is not possible, then the grievant may communicate directly to the Colts Neck Sports Foundation Board of Directors (the "CNSF Board").

If the decision of the Commissioner is not satisfactory to the grievant, the grievant shall submit the Grievance Form and the Commissioner's decision to the CNSF Board President. The CNSF Board consisting of no less than 2/3 (normally 12 out of 18 Directors present at the meeting) shall provide the grievant an opportunity to present the grievance at the next regularly scheduled CNSF Board Meeting. Only the grievant and the person who the grievance is filed against may appear. However, in their discretion, the CNSF Board may invite any witnesses listed on the Grievance Form and any other members of the CNSF to appear and speak.

If the grievant, a witness or the person who the grievance is initiated against is unable to be present at the next regularly scheduled CNSF Board Meeting, the CNSF Board may choose to schedule a special meeting or hear the grievance at a subsequent regularly scheduled CNSF Board Meeting. Also, there must be 2/3 of the Directors present at a CNSF Board Meeting to hear a grievance. If there is an insufficient number of CNSF Board Members present at the next regularly scheduled CNSF Board Meeting, the CNSF Board shall either schedule a special meeting or hear the grievance at the next regularly scheduled CNSF Board Meeting. In addition, the CNSF Board may take into consideration the time constraints of a grievance including possible irreparable harm to a Member or a Member's interest.

The CNSF Board shall hear, review and discuss the grievance in a closed, confidential session, or a closed, confidential special or emergency meeting. A decision by the CNSF Board shall require an affirmative vote of 2/3 of the CNSF Board present for such review and decision (for example 8 out of 12 members if 12 members are present). The CNSF Board shall communicate its decision in writing along with supporting reasons to the grievant within five (5) business days

of the meeting unless cause dictates otherwise. The specifics of the grievance shall remain confidential. The outcome of the grievance without any specifics shall be published by the CNSF Board on the CNSF website.

If the Grievance involves a CNSF Club or travel program, such as soccer, basketball or baseball, the grievance shall be filed pursuant to the specific Club's or travel program's policies and procedures, with a copy of the grievance sent to the CNSF President. However, if the specific Club does not have a grievance policy in effect, then this grievance policy applies. The Grievance Form shall be submitted first to the Commissioner of the Sport with copies to the Travel Director of the Sport and the CNSF Board President. The grievance will then continue pursuant to the policy set forth above.

### **Multi-Sport or Other Grievance**

If the grievance involves more than one sport or involves any other activity of the CNSF (for example, sponsored events, fundraisers, etc.), a Grievance Form shall be submitted directly to the CNSF Board President.

The CNSF Board consisting of no less than 2/3 (normally 12 out of 18 Directors present at the meeting) shall provide the grievant an opportunity to present the grievance at the next regularly scheduled CNSF Board Meeting. Only the grievant and the person who the grievance is filed against may appear. However, in their discretion, the CNSF Board may invite any witnesses listed on the Grievance Form and any other members of the CNSF to appear and speak.

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## **Emergency Grievance**

If the grievance involves an event that could result in irreparable harm to a Member's interest, the time limits set forth above can be reduced by the CNSF Board so that the grievance procedure may be completed as soon as possible. Further, the grievant may communicate the grievance in writing directly with the CNSF Board President and request immediate action by a Commissioner or the Board, as appropriate. The CNSF Board President may expedite the grievance process if the CNSF Board President, together with the Executive Board consisting of the Treasurer, Secretary and Vice President, determines that the circumstances require such action. In any event, the expedited process shall require a decision by the Commissioner and then the CNSF Board, according to the standards set forth herein.

The CNSF Board and Commissioners reserve the right to determine what, if any, penalties or suspensions shall result from a grievance. The CNSF Board shall make the final decision on any grievance, with no right of appeal. In addition, all Grievance Forms and any responses are to remain confidential. Only the outcome of a grievance shall be published by the Board on the CNSF website.

**COLTS NECK SPORTS FOUNDATION  
GRIEVANCE PROCEDURE**

**WHEREAS**, on December 7, 2015, a meeting of the members of the Board of the Colts Neck Sports Foundation (the "CNSF") was held (the "Meeting"); and

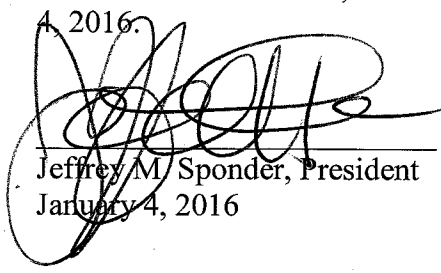
**WHEREAS**, a quorum of the members of the CNSF Board were in attendance at the Meeting; and

**WHEREAS**, a Motion was made to revise the Grievance Procedure; and

**WHEREAS**, a majority of the members of the CNSF Board present at the Meeting voted in favor of revising the Grievance Procedure; and

**AS A RESULT**, the Grievance Procedure attached hereto shall be effective as of January

4, 2016.



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Jeffrey M. Sponder, President  
January 4, 2016