

## Grievance Checklist

(to be used in conjunction with the 2009 Grievance Procedures Guidelines)

- The Grievance was filed within the timeframe required.
- The Grievance was filed by a captain, coordinator, grievance or grievance appeal committee.
- Grievances and decisions are on the correct forms.
- All information on the form is completed properly.
- The complaint was distributed to all parties involved.
- The committee includes a **basis** for its decision.
- There is a very specific date and time at which an appeal is due.
- If a suspension is imposed, there is a specific date that it ends.
- Grievance decision states that if party to the grievance wishes to have a hearing by the appeal committee, it must be requested in writing. (only required if grievance committee did not hold a hearing)
- Grievance appeal was filed within timeframe required.
- If a suspension is longer than 12 months, the decision states that the player or team may appeal to the National League Grievance appeal committee and a time and date is specified.
- The grievance appeal committee did not impose a harsher penalty.
- If an NTRP Grievance is filed, it meets the national protocol.
- Eligible members served on the committees.