



NORSKI LACROSSE GRIEVANCE FORM

The Norski Lacrosse Club, Inc. takes all grievances seriously. Before completing this form, it is requested that 24 hours has passed and that the involved parties try to work out the issue on their own (Except in a case where failure to act may result in injury or a dangerous situation).

This form will be automatically shared with all members of the Norski Lacrosse, Inc. Board. This information will be kept in confidence by the board members and shall only be shared with other parties involved in the grievance and affected parties during any investigation.

The Board will within a timely period:

1. Provide the accused party(ies) with a copy of the Grievance and allow sufficient time for them to provide a written response.
2. Complete an investigation and seek out other witnesses.
3. Meet separately with both parties and any witnesses.
4. Provide a written resolution to both parties involved.

Your Name: _____

Today's Date: _____

Your Phone Number: _____

Your email: _____

Date of Occurrence(s): _____

Party(ies) you are filing this grievance against:

Have you discussed this with the person(s) you are filing this grievance against: _____

Has 24 hours passed since time of Incident: _____

Please list a Detailed Account of the Occurrence. Including all the facts:

Please state any Policies, Procedures, or Guidelines that you feel have been violated:

Do you have any witnesses, videos or pictures that you plan to present. If so please list.

What Solution to the Grievance are you seeking?

The grievant should retain a copy of this form for his/her records. The signature below indicates that you are filling a grievance and all information on this form is truthful. By signing you are also agreeing to participate in a mediated negotiation to resolve the grievance and participate in meetings and provide additional information as requested by the Board to complete a full investigation.

Signature of Person(s) Making Grievance

Date

Signature of Board Member Receiving Grievance

Date

Norski Lacrosse Club
PO Box 232
De Forest, WI 53532