Saint Martin’s University Student-Athlete Grievance Policy

Saint Martin’s University and the Athletic Department are committed to the internal resolution of disputes arising between an athlete and a member of the athletics staff whenever reasonable and appropriate. The university encourages its community members to resolve their disputes at the earliest and most informal stage (e.g. by talking directly with one another, through facilitated conversation, and/or through conflict mediation). When informal resolution is not possible, every member of the university community has the right to file a grievance and have it addressed fairly.

The following administrative procedures are intended to cover grievances between student-athletes and members of the athletic staff and administration. Examples of grievances that may be addressed by this policy include, but are not limited to: disagreements about playing time, interpersonal conflicts with coaches, inequitable treatment by staff, and concerns about one’s physical or psychological wellbeing concerns about time commitments or expectations, and scholarship issues. Grievances involving sexual assault, harassment, or discrimination should be referred to the Title IX Coordinator, Cynthia Johnson, and those that involve other athletes and violate the Student Code of Conduct should be referred to University Conduct Coordinator, Tim McClain.

The grievance process affords the grievant an opportunity to discuss the dispute with the respondent or a neutral third party in an attempt to clarify the issue and achieve its resolution. A grievant may pursue any of the following options for resolution:

1. Direct Resolution. The grievant may discuss the grievance directly with the respondent and work with the respondent to resolve any concerns.
   a. If the grievant feels uncomfortable with meeting with the coach or staff member alone, they can ask to have a third party present. This allows someone to be the neutral party and provide clarity when there is a disagreement in what was said in the meeting. This third party can be a member of the administration (e.g. Assistant AD or Senior Woman Administrator) or an unbiased member of his or her team (e.g. a team captain).

2. Administrative Resolution. If the exercise of option 1 is unsuccessful or it appears ill-advised or otherwise inappropriate, the grievant is encouraged to discuss his or her concerns with a member of the athletic administration staff as appropriate. This member can be one or more of the following: Athletic Director, Assistant Athletic Director, Senior Woman Administrator, or Faculty Athletic Representative. These people are responsible for taking action as necessary and appropriate.

3. Formal Grievance. If the exercise of option 2 is unsuccessful or it appears ill-advised or otherwise inappropriate, the grievant may fill out a “Formal Grievance Form” found on the Saint Martin’s University Athletics Website and deliver it to Bob Grisham, Athletic Director and/or Darrell Axtell, Faculty Athletics Representative.

After receiving the formal grievance, the AD and FAR may review relevant files or records and consult with the grievant, the respondent(s), witnesses and other individuals, in an attempt to resolve the matter and to determine whether further action is warranted.

4. Appeal. If after the formal grievance has been addressed, the grievant still is not satisfied, he/she may appeal the resolution with the Dean of Students, Melanie Richardson. Grievances that may be appealed are those that concern off-the-court issues. Decisions made by the Athletic Director regarding on-the-court concerns/grievances are final and may not be appealed. To appeal the Athletic Director’s resolution, the Formal Grievance Form should be submitted to the Dean of Students along with a detailed explanation of why the decision is unsatisfactory.
If resolution is reached by this process, no further action normally will be taken, and the matter will be considered closed. The university reserves the right to undertake further investigation of any allegation. In all cases, the Dean of Students and the Athletic Director will keep a written record of formal grievances and their resolution.
Student-Athlete Grievance Form

Name__________________________________________   Student ID________________________

Address_______________________________________________ City________________________

State_______ ZIP_________   Cell Phone (___) ____________ E-mail___________________

Who is this grievance regarding ______________________________________________________

What type of concern? Circle one  Individual Concern  Team Concern

Date(s) of Incident (if applicable) _______________

Please check which type of grievance:
___ Playing Time ___ Time Commitment/expectations ___ Team Culture ___ Assault
___ Hazing ___ Health and Wellness Concerns ___ Harassment
___ Other ____________________

Has the coach or athletic staff member been informed? ___Yes ___No
If yes, how? ________________________________________________________________________

How has this been handled up to this point?______________________________________________

___________________________________________________________________________________

Is this a confidential/sensitive matter? ___Yes ___No

*It is the responsibility of the athletic department to uphold an athlete’s confidentiality during the grievance process. Note: Some complaints (e.g., sexual harassment/sexual assault) must be reported to supervisors or other authorities as a matter of law and institutional policy.

Describe the complaint. Please give as much detail as needed

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

What are you requesting that this office do to assist you? ______________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Note: The athlete’s wishes will be taken into account; however, the Athletic Department reserves the right to address grievances and coaching matters however it sees fit within the context of university policies and procedures as outlined in the student and staff handbooks.

Student Signature_____________________________________________ Date____________

Official Signature_____________________________________________ Date_____________

*If matter is not satisfactorily resolved, all non-playing related grievances can be appealed with Dean of students by submitting a copy of this grievance form.