



GRIEVANCE PROCEDURES GUIDELINES FOR 2008

FOR

LOCAL AND STATE LEAGUE COORDINATORS

GRIEVANCE AND GRIEVANCE APPEAL COMMITTEES

As of October 2007

In an attempt to provide guidance for Grievance Procedures to League Coordinators and League Grievance and Grievance Appeal Committees, the USTA Southern Section Adult League Committee has distributed these guidelines dated October 2007.

Special thanks to Helen Jeter, Bud Spencer, Bonnie Vandegrift, Dodie Hanchett, Phil Meador, and Marilyn Sherman for their efforts to produce this document.



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POINTS TO REMEMBER:

- All Grievance and Grievance Appeal Committee members should be provided with a copy of this document.
- All Local and State League Regulations should be reviewed on an annual basis, revised as needed and published before each league program begins its local league season.
- Local Regulations are approved by the State League Coordinator prior to publication.
- State Regulations are approved by the Sectional League Coordinator prior to publication.
- Local, State & Sectional League Regulations should include:
 - Who has the authority to interpret those Regulations
 - Who has the authority to amend those Regulations
 - Names of the members of the Grievance and Grievance Appeal Committees
(These members may be replaced as needed during the season.)
- No one has the authority to waive local, state, sectional or national regulations.
- The National League Administrator is the only person authorized to interpret the National Regulations.
- The USTA Southern Section Adult Leagues Committee Chairman, Vice Chairman and the Sectional League Coordinator are the only league officials authorized to interpret the Sectional League Regulations.
- National USTA League Regulation 1.08 requires that Local League Regulations may not be in conflict with State, Sectional or National League Regulations and State Regulations may not be in conflict with Sectional or National League Regulations. Local State and Sectional League Regulations should also be in compliance with the National Q&A Interpretations.
- Note that the USTA Southern Section League Regulations state, *“The USTA League National and Southern Regulations have full force and applicability at all levels of play in USTA League in USTA Southern and there is no authorization to modify, amplify, or change them by Local or State Coordinators, or Grievance or Grievance Appeals Committees.”*
- League Regulations should not be changed or amended once the season has started unless mandated by a change in higher-level Regulations (State, Sectional or National) or under unusual circumstances. These changes must be approved by the State or Section League Coordinator. Usually, Regulations should not be changed or amended once play has begun if individuals or teams may be impacted by the change.
- According to National USTA League Regulation 2.02A(4), all complaints with regard to any aspect of the USTA League Program (except those contained in 2.02C(3) shall be processed through the USTA League Grievance and Grievance Appeal Committees at the appropriate level. This authority has been delegated to the USTA League Committee by the USTA Board of Directors who approved the adoption of the USTA League Regulations. See National USTA League Regulation 1.01.
- All Administrative Grievances on the local or state level are to be handled by the USTA Southern Section League Grievance and Grievance Appeal Committees. See USTA Southern Section League Regulation 2.02A(2). Administrative Grievances include complaints against a coordinator’s or Grievance/Grievance Appeal Committee’s administrative decisions or actions where there is a complaint that a regulation has been violated or that a conflict of interest exists but do not include complaints regarding decisions or actions within their realm of responsibilities.
- A complaint regarding failure to meet eligibility requirements does not have to be taken to a Grievance Committee. National USTA League Regulation 2.02B(3)a allows the coordinator to declare a player ineligible and disqualify that player without filing a grievance prior to the disqualification.
- All League Administrators at local and state levels should abide by the USTA Southern Section Leagues Code of Ethics. Any conflict of interest, potential conflict of interest or the perception of same should be avoided.
- A Local or State League Coordinator should not serve on a Grievance or Grievance Appeal Committee over which they have jurisdiction and should not be present during a Grievance or Grievance Appeal Committee meeting unless specifically requested by that Committee to attend for the purpose of presenting pertinent information.
- League Grievance and Grievance Appeal Committees may only impose sanctions on parties who have violated regulations concerning leagues and league play. These committees do not have the authority to impose any sanctions regarding non-league tournament play or participation in events or areas that are not governed by leagues. This is a 2005 USTA Southern Section Executive Committee directive.
- All Self Rate grievances are to be handled by the USTA Southern Section League Grievance Committee.
- **Grievance and Grievance Appeal Decisions will be upheld throughout the USTA Southern Section.**

Grievance Procedures Questions and Answers

1. What is a Grievance?

A grievance is a formal written complaint regarding an alleged violation of a regulation or procedure. See Nat'l League Reg. 2.02A(1).

2. Who has jurisdiction over League Grievances?

Nat'l League Reg. 2.02A(4) states, "All complaints with regard to any aspect of the USTA League Program (except those contained in 2.02C(3)) shall be processed through the USTA League Program Grievance and Grievance Appeal Committees at the appropriate level (i.e. local, state, sectional, or national.)" This authority has been given to the USTA League Committee by the USTA Board of Directors who has approved the adoption of the USTA League Regulations. See Nat'l League Reg. 1.01.

3. What are the types of Grievances?

- a. Eligibility
- b. Sportsmanship
- c. Administrative
- d. Self-Rate

4. Do all Grievances have to go to a Grievance Committee?

All except Eligibility Grievances (e.g. under age, not a USTA member, misrepresentation of identity, not registered on TennisLink) which may be handled by a coordinator and do not require action by a Grievance Committee. See Nat'l League Reg. 2.02B(3)a and 2.02C(3).

Note: Self-rate Grievances may be dismissed by the state using the Protocol for Filing Self-rate Grievances and may be filed at any time; Self-rate Grievance Decisions that result in disqualification are scored in the same manner as Eligibility Grievances. See Nat'l League Reg. 2.02E and Q&A Interpretations pg. 9. Refer to 2.02B(4) and 2.02C(4) for Scoring of Eligibility Disqualifications.

5. Who can file a Grievance?

According to Nat'l League Reg. 2.02A(5):

- a. Team captain of the team who has competed in match where alleged violation occurred.
Note: In the case of Self-rate y Grievances, a team is not required to have played a team or individual prior to filing a Self-rate Grievance.
- b. League Coordinator
- c. Member of a championships committee

6. Who can file a Grievance Appeal?

Any party to the complaint. See Nat'l League Reg. 2.03A(1).

7. Are there time limits for filing a Grievance?

- a. Eligibility Grievances may be filed at any time. See Nat'l League Reg. 2.02B(3) and 2.02C(3).
- b. Self-Rate Grievances may be filed at any time up to 48 hours after the conclusion of a self-rated players section championship. 2.02E(5)
- c. During Local League competition, all complaints (other than Eligibility and Self-rate) must be filed prior to the commencement of the next team match involving such individual or team, or within

twenty-four hours after the end of local league play, whichever occurs first. See Nat'l League Reg. 2.02B(1).

- d. During championship competition, all complaints (except Eligibility and Self-rate) shall be delivered in writing to the duly appointed site director or tournament committee member within thirty minutes of completion of the team match or prior to the commencement of the next team match involving the individual or team, whichever occurs first. See Nat'l League Reg. 2.02C(1).
- e. Regardless of any other regulation, a league coordinator or a member of a championship committee, may file a grievance at any time. See Nat'l League Reg. 2.02A(6)

8. Are there time limits for filing a Grievance Appeal?

Yes. For all Grievance Appeals, the appeal must be filed within the time fixed by the Grievance Committee in its findings. See Nat'l League Reg. 2.03A(1).

9. Who should a Grievance be given to?

During local league competition: to the LLC having jurisdiction.

See Nat'l League Reg. 2.02B(1). The LLC should forward a copy of the grievance to the State League Coordinator.

During championship competition: to the duly appointed site or tournament committee member. See Nat'l League Reg. 2.02C(1).

10. Who should a Grievance Appeal be given to?

During local league competition: As directed by the Grievance Committee decision or to the LLC who will forward the appeal to the Chairman of the Grievance Appeal Committee, State League Coordinator, the Chairman of the Grievance Committee whose decision is being appealed and to the other party(ies) involved in the complaint. See Nat'l League Reg. 2.03A(3).

During championship competition: Tournament Director or as directed in the decision of the Grievance Committee.

11. Who should handle an Administrative Grievance filed against a coordinator or committee where the complaint alleges the violation of a regulation?

All Administrative Grievances are to be handled by the USTA Southern Section League Grievance and Grievance Appeal Committees. Grievances filed against a coordinator's decision that does not violate written regulations are handled by the appropriate Grievance and Grievance Appeal Committees at the local or state level. See USTA Southern Section League Reg. 2.02A(2).

12. Who should appoint the members of the Grievance and Grievance Appeal Committees and when should these be chosen?

Local: The local league appoints these with the approval of the State League Coordinator.

State: The State Association determines who appoints State League Committees.

Section: The USTA Southern Section Adult League Committee.

The names of these committee members must be included in the local, state and sectional league regulations and distributed to captains prior to the beginning of the local league season. See USTA Southern Section League Reg. 2.0.

13. How many members must a Grievance and/or Grievance Appeal Committee have?

Not less than three persons including a chairman. A member of the Grievance Committee may not serve on the Grievance Appeal Committee. See Nat'l League Reg. 2.01A and 2.01B.

14. Can a member of a Grievance or Grievance Appeal Committee be replaced after their name has been published in the local state or sectional regulations?

Yes. The members of the Committee may be the same as or different in whole or part, from the committee first named. See Nat'l League Reg. 2.01A and 2.01B.

15. May an individual against whom a Grievance has been filed play during the grievance complaint procedures?

An individual may continue to play during a grievance investigation but must understand that if the grievance is upheld, all matches played during that time may be defaulted. See Nat'l League Reg. 2.02A(7).

16. May an individual against whom a Grievance Appeal has been filed play during the grievance appeal procedures?

- a. If the grievance was upheld, the individual is subject to all sanctions imposed by the Grievance Committee during the appeal process. See Nat'l League Reg. 2.03A(2)a.
- b. If the grievance was denied and appealed by the filer, the individual may participate during his/her appeal process but must understand that if the decision of the Grievance Committee is reversed, all matches played during that time may be defaulted. See Nat'l League Reg. 2.03A(2)b.

17. What are the responsibilities of the Grievance Committee?

See Nat'l League Reg. 2.02D.

- a. Act as soon as is reasonable, abiding by the USTA Southern Section Leagues Code of Ethics.
- b. Cause such investigation of the alleged violation to be made as the Committee deems appropriate.
- c. Arrange for a hearing, if the Committee deems it necessary. It is not mandatory for the Grievance Committee to have a hearing.
- d. Review and consider all evidence available and present at the time of the investigation in addition to all National, Southern, State and Local League Regulations and Procedures and National Q&A Interpretations as appropriate.
- e. Arrive at a decision by majority vote. The Committee should then dismiss the complaint or direct the correction of any violations by reasonable means, including the suspension of a player, captain or team.
Nat'l League Reg. 2.03B(4) states: *Any individual or team suspended for a period of 12 months or more may appeal the final decision of the Grievance Appeal Committee to the National League Grievance Appeal Committee within the deadline established by the Grievance Appeal Committee.*
- f. Prepare a written decision, **which includes the basis for the Grievance Committee decision**, the deadline (example: 5:00 pm EST, January 15, 2005) for any written appeal and information that the appeal may include a request for a hearing before the Grievance Appeal Committee. The decision should not be in violation of any state, sectional or national regulation.
- g. **Send the written decision to the appropriate League Coordinator who will deliver the decision to all parties involved in the Grievance Complaint.**

18. What are the responsibilities of the Grievance Appeal Committee?

See Nat'l League Reg. 2.03A and 2.03B

- a. Act promptly to resolve the appeal, abiding by the USTA Southern Section Leagues Code of Ethics.
- b. Validate that the Grievance Appeal has been received in writing by the deadline set in the Grievance Decision. The parties appealing shall have an opportunity to submit in writing facts and arguments in support of their respective positions.
- c. Cause such investigation, as the Grievance Appeal Committee deems necessary.

- d. Hold a hearing, if the Committee so deems necessary, at which parties involved shall have the right to present evidence.
- e. Hold a hearing, as required in Nat'l League Reg. 2.03B(2), if the Grievance Committee did not hold a hearing and one of the parties to the complaint requested a hearing in writing in their Grievance Appeal. The Grievance Appeal Committee is not required to hold a hearing if the Grievance Committee held a hearing during its investigation.
- f. Arrive at a decision, by majority vote, based on the findings of fact by the Grievance Committee whose decision is being appealed, on the facts and arguments submitted in writing by the parties to the appeal and any other pertinent information presented to the Grievance Appeal Committee. The Grievance Appeal Committee shall have the authority to affirm, modify or reject the decision of the Grievance Committee. However, the Grievance Appeal Committee may not impose a harsher penalty than that given by the Grievance Committee.
- g. Prepare a written decision **setting forth the basis for its decision**, making sure that the decision is not in violation of any state, sectional or national regulation.
- g. Send a written copy of the Grievance Appeal decision promptly to the appropriate League Coordinator who will deliver the decision to all parties involved in the Grievance Complaint and to the Chairman of the Grievance Committee.
- h. State in the decision that if any player or team is suspended for a period of 12 months or longer, they may appeal to the National League Grievance Appeal Committee within the deadline established by the Grievance Appeal Committee.

19. What limitations do Grievance Committees and Grievance Appeal Committees have?

- a. Grievance and Grievance Appeal Committees may not waive any USA League Regulation or USTA League Procedure. See Nat'l League Reg. 1.08.
- b. Grievance and Grievance Appeal Committees may not modify, amplify or change any USTA League Regulation or Southern Section League Tennis Regulation. See USTA Southern Section League Regulations beginning paragraph.
- c. Grievance and Grievance Appeal Committees may not interpret National, Sectional, State or Local League Regulations if such action would be in violation of those Regulations.
- d. Grievance and Grievance Appeal Committees do not have the authority to impose any sanctions regarding non-league tournament play or participation in events or areas that are not governed by leagues. This is a 2004 directive from the USTA Southern Section Executive Committee.

20. Are telephone conference calls permitted during Grievance or Grievance Appeal Committee Meetings?

Yes. The Committee Chairman has the authority to use his/her discretion to allow committee members to participate or witnesses to present evidence by means of a telephone conference call. See Nat'l League Reg. 2.04A.

21. What are the written requirements for communication during the filing of a Grievance or Grievance Appeal and during the investigation of same?

The requirement that a notice or other document be in writing is satisfied if it is sent by a telegram, fax, e-mail or equivalent communication. See Nat'l League Reg. 2.04B **All communications (complaints & decisions) should be dated (with time noted if applicable such as filing an appeal or submitting a grievance at a championships where a 30 minute time limit may apply).**

Examples of Grievance Complaints and Committee Decisions:

Grievance #1: (Eligibility Grievance)

As captain of the Bridgepark W3.5 team, I am filing a grievance against Susie Smith (3.5 women's team Greenview, captain Brenda Long). In our match played 1/5/07, Susie Smith was listed in the second doubles position on the scorecard and played the match. When entering the scores in TennisLink, Susie was not on the Greenview roster. Susie should not have been in the line-up for that match. She since has registered on the team but when our match was played she was not registered as a player. Therefore the match she won should not have counted as a win for the Greenview team.

Note: According to USTA League Reg. 2.02C(3) this complaint can be accepted by the LLC and the LLC may declare the player ineligible without filing a grievance prior to the disqualification. A sample notice of disqualification from LLC:

January 20, 2007

TO: Susie Smith
Brenda Long

FROM: Mary Carter, Local League Coordinator

Susie Smith (Greenview W3.5 team, captained by Brenda Long) was ineligible for Match #2056789, played against Bridgepark W3.5 on 01/05/07 as she was not registered in TennisLink until 01/07/07. This decision is based on USTA League Regulation 1.04 Official League Registration: *TennisLink is the official system for registering teams for the USTA League Program. All teams must register for the USTA League Program by completing a team roster using the TennisLink system. The section must establish deadlines and procedures for registering teams on TennisLink. If a local league permits teams to add players after the commencement of play, a player's name must be added to the amended roster (using TennisLink) prior to the player's participation in a team match.*

Therefore, her win shall be reversed to a 6-0, 6-0 loss. She will be eligible for all matches played after 01-07-07 and there shall be no further penalty to her or her team for violating the regulation at this time; however, a copy of this notice shall remain on file should another violation occur requiring action.

cc: Martha Watts (Bridgepark W3.5 Team Captain), Barbara Smith (State League Coordinator)

Grievance #2: (Administrative Grievance: must go to USTA Southern Grievance Committee)

This grievance is filed against Kim Brown, our Local League Coordinator, because she waived the local league regulation which states that January 3, 2007 is the deadline to add players to a roster. She gave special permission to Robin Green (Union W4.0 Team Captain) to add Susie Smith to her roster on January 8, 2007. This is not fair when everyone else had to abide by the January 3rd cutoff date and Robin Green should be declared ineligible to participate on the Union W4.0 team.

Grievance Decision:

January 20, 2007

TO: (name of person(s) who filed complaint)

FROM: (name of USTA Southern League Grievance Committee chair, names of Grievance Committee members)

RE: Grievance Complaint against Susie Smith (Greenview W3.5 Team)

It is the finding of the USTA Southern League Grievance Committee that the local league coordinator violated the local league regulations by extending the (date) deadline to add players. As a result, Susie Smith is declared ineligible to participate on the Union W4.0 team and any of her wins shall be reverted to 6-0,6-0 losses. We further recommend that the local league review their roster addition policy in 2008 and strictly adhere to one of the following options:

1. Include wording that the LLC has the discretion to make changes to deadlines as he/she determines necessary.
2. Remove the roster addition deadline, and allow players to add at anytime during the season.
3. Keep the roster deadline as is with no exceptions permitted.

If any party to this Grievance Complaint wishes to appeal this decision to the Southern USTA League Grievance Appeal Committee, please submit your appeal by mail, fax or email by 5:00 pm EST, January 28, 2007 to Marilyn Sherman, Sectional League Coordinator, USTA Southern Section, 5685 Spalding Drive, Norcross, GA 30092, fax: 770-368-9091, email: Sherman@sta.usta.com

cc: Susie Smith, Robin Green (Union W4.0 Team Captain), Kim Brown (LLC), Barbara Smith (State League Coordinator)

Grievance #3: (Sportsmanship Grievance)

I'm filing this grievance against Don Sims for the foul language and unsportsmanlike conduct shown on court today in our 4.0 men's match at Lakeside Club. Don lost his cool several times on court after losing a point, screaming obscenities. I called a ball wide (that was a foot out) and he questioned my call by shouting at me. He lost a game and threw his racquet from the baseline to the bench. During the match he slammed several balls across court when the points were ended that could have hit me. Talking to him only makes it worse; this person should not be allowed to play in the league if he continually acts like this. Other people have complained about his conduct, no one wants to play on court with him.

Grievance Decision:

January 20, 2007

TO: (name of person(s) who filed complaint)

FROM: (name of Local League Grievance Committee chair, names of Grievance Committee members)

RE: Grievance Complaint against Don Sims (Lakeside M4.0 Team)

After reviewing all facts presented in writing and additional information received in separate conference calls with both team captains, this Grievance Committee finds that Don Sims violated the standards of good conduct, fair play and good sportsmanship as set forth in USTA Regulations 1.02 and Player Responsibilities under The Code. Don Sims violated the standards of good conduct, fair play and good sportsmanship in Match #2089997 played on January 14, 2007 by using profanity, throwing his racquet and slamming balls across the net. It is the unanimous decision of the committee to suspend Don Sims from participating in any USTA and /or STA League Program until March 31, 2008.

If any party to this Grievance Complaint wishes to appeal this decision to the Local Grievance Appeal Committee, please submit your appeal by mail, fax or email by 5:00 pm EST, January 28, 2007 to John Smith, Local League Coordinator, at ...

cc: Don Simms, Bob Jones (Lakeside M4.0 Team Captain), John Taylor (Hillside M4.0 Team Captain), John Smith (LLC), Barbara Smith (State League Coordinator)

Note: The suspension in this decision is longer than 12 months. Reg. 2.03B(4) states: *Any player or team suspended for a period of 12 months or more may appeal the final decision of the Grievance Appeal Committee to the National League Grievance Appeal Committee within the deadline established by the Grievance Appeal Committee.*

Grievance #4: (Self-rate Grievance) Must be handled at the Section Level

This grievance is against Ben Green's NTRP self-rating of 4.0. Ben's skill level is much higher than a 4.0, at least the top of 4.5 or higher. He played junior tennis, number one position in tennis at Epperson High School, college tennis at a division II school, Birmingham Southern, and is currently ranked number 40 in the Southern 35's.

Grievance Decision:

January 20, 2007

TO: (name of person(s) who filed complaint)

FROM: (USTA Southern Self-Rate Eligibility Grievance Committee chair, names of Grievance Committee members)

RE: Grievance Complaint against Ben Green's 4.0 Self-rating

The USTA Southern Self-rate Grievance Committee finds that Ben Green should be disqualified to the 5.0 level. After reviewing all pertinent data received by the committee and further research, the basis for Ben's disqualification is his age, his extensive Junior and Adult Rankings and his high school and college tennis background. Any of his wins for the Longwood M4.0 team shall be reverted to 6-0,6-0 losses.

Bill Johnson (Longwood M4.0 Team Captain) is formally reprimanded for incorrectly filling out the player self-rate questionnaire for Ben Green to self rate at the 4.0 level and will be placed on probation until December 31, 2007. During this period, if another grievance is upheld against a player on a team while Bill Johnson is serving as captain, he may be suspended from all USTA League (Adult, Senior, Mixed Doubles Divisions) play until December 31, 2008.

If any party to this Self-rate Grievance Complaint wishes to appeal this decision to the USTA Southern Self-rate Grievance Appeal Committee, please submit your appeal by mail, fax or email by 5:00 pm EST, January 28, 2007 to Marilyn Sherman, Section League Coordinator, at (address, fax # and email). If this decision regarding Ben Green's disqualification is appealed by him or his captain Bill Johnson, Ben may not play during the appeal process. (USTA Reg. 2.03A(2)a)

cc: Ben Green, Bill Johnson (Lakeside M4.0 Team Captain), Patti Black (LLC), John Smith (State League Coordinator)

Grievance #5: (Example of Providing Basis for Decision)

The USTA National League Grievance Appeal Committee affirms the Southern Section's League Grievance Appeals Committee to suspend you until August 31, 2008. On June 25, 2007 the Southern Section's League Grievance Committee found that you had failed to display *standard of good conduct, fair play and good sportsmanship* during a match in which John Doe and you were involved in an altercation, resulting in your suspension from all USTA League play until August 31, 2008. On July 3, 2007 the Southern Section's Grievance Appeal Committee affirmed the original decision of the grievance committee. Pursuant to USTA League Tennis Regulation 2.03C, you appealed this decision to the USTA National League Grievance Appeal Committee.

Your appeal to this committee does not deny that the altercation took place or that you violated the standards of good conduct, fair play or good sportsmanship. The basis of the appeal is the contention that the 12 month disparity between the suspensions given to John Doe and yourself is inequitable.

The committee reviewed all relevant material made available to us as well as additional information requested by the committee. We concur that both parties committed egregious violations of USTA League Regulation Section 1.12 with conduct that is completely unacceptable and should not be tolerated in USTA League Tennis. In addition, we agree with you that the disparity between the suspensions may have the effect of minimizing the seriousness of the Mr. Doe's actions. However, in accordance with Section 2.03B (3), a section League Grievance Appeal Committee may not impose penalty harsher than issued by the League Grievance Committee. Further, the National League Grievance Appeals Committee has no standing to review Mr. Doe's decision since the suspension is for a period of less than 12 months.

However, the disparity in suspensions is not justification for finding that your actions are any less serious. It is therefore the unanimous decision of the National League Grievance Appeals Committee to affirm the decision of the Southern Section's Grievance Appeals Committee. You are suspended from all USTA League play until August 31, 2008.

This decision is final and binding, not subject to appeal.

Sincerely,

National League Grievance Appeal Committee
(List Members, Chairman first)

**USTA Southern Section
League Tennis Officials
Code of Ethics**

This Code of Ethics has been approved by the USTA Southern Section Adult League Committee and is intended to be adhered to by local, state and sectional league coordinators, volunteers and staff members, and committee members involved in any aspect of league tennis.

In my position as a USTA Southern Section League Official, I will exemplify good sportsmanship when participating in all USTA affiliated programs.

I will accept and support decisions made by league officials in authority above me.

I will publicly support USTA policies and regulations and any recommended changes will be submitted through proper channels for consideration.

I will consult league officials in authority above me if there are questions as to whether my decisions potentially conflict with any local, state, section or national policies, procedures or regulations.

If I serve as a league participant or team captain, I will take appropriate measures to insure that other players or captains will perceive no possible conflict of interest.

If I am scheduling a division I participate in as a player or captain, I will have another individual who is not a player or captain in this division verify the impartiality of any aspect which is done by draw such as choosing which teams are in which flights, home & away schedules, etc.

If I receive a grievance against the administration, I will forward the complaint to the State and/or Sectional League Coordinators.

If I am responsible for assigning any person to be involved in the administration of any grievance action, I will replace any person should a conflict of interest exist.

I will recuse myself from deciding any league issue if I have or could develop a conflict of interest, real or apparent. Without limitation, a conflict of interest exists if I, any member of my family, or any member of my team is personally involved in the league issue.

As of 2/18/04