IWV Youth Football & Cheer has implemented a grievance process to give a player, parent or coach a forum to have their complaint heard and acted upon, if warranted, by the Commissioner and a neutral body (2 IWVYFC Board members & Commissioner). Specifically, if someone has a grievance, they are to submit their complaint in writing by emailing the grievance form to *Commissioner Gerald Armendariz* within seven days of the event giving rise to the complaint. Commissioner Gerald Armendariz will review the complaint, conduct an appropriate investigation, and make an appropriate response to the complaint. The grievance committee's decision is the final decision in all cases.

**Grievance Process:**

1. The person(s) filing the grievance will submit their complaint in writing on the grievance form found on the IWVYFC web site, **iwvburros.com,** to the IWVYFC *Commissioner Gerald Armendariz* within seven days of the event giving rise to the complaint.
2. *Commissioner Gerald Armendariz* will review the complaint & determine whether the complaint filed falls within the guidelines established by the policies and procedures of IWVYFC.
3. After reviewing this information the *Commissioner Gerald Armendariz* will make a determination as to the appropriateness of the complaint. You will be notified by the *Commissioner Gerald Armendariz* as to whether a Formal Grievance is granted or denied.
	1. For a grievance filing to be considered complete, all questions asked on the Grievance form must be addressed.
	2. Incomplete grievance filings (not providing requested information) will be returned with a request for the missing required information.
	3. The grievance filing will not be accepted and the required time lines will not apply until all the required information is received.
4. *Commissioner Gerald Armendariz* will then conduct an appropriate investigation, and make an appropriate response to the complaint.
	1. After the appropriate investigation, if *Commissioner Gerald Armendariz* finds that it is a valid grievance, the IWVYFC Board will review the findings.
	2. The IWVYFC Board of Directors will render a decision on any action taken.

To file a grievance please send an email with the grievance form attached to: iwvyfc@gmail.com