



HOW TO FILE A GRIEVANCE

The WFTDA is aware that from time to time individual skaters or leagues will have disputes with one another for a variety of reasons. The WFTDA is also aware that not all grievances or disputes can be resolved. However, if the parties involved truly are interested in resolving the dispute, this Grievance / Dispute Resolution Procedure is designed to help resolve the conflict with the goal that all parties are satisfied with the outcome.

Home league issues are not to be brought to Grievance unless directly affecting or violating the WFTDA mission, bylaws or policies, or the membership of a WFTDA member or league. Once a grievance is filed, it will be reviewed by the Committee and investigated. The member assigned to pivot the case will privately notify both parties and document all claims and evidence. The Board of Directors will be notified of all grievances in regular reports.

When a WFTDA member, league or committee submits a completed grievance form, it is first reviewed by the Grievance Committee to determine that it is an appropriate issue for WFTDA grievance. Mediation steps will be taken to resolve all matters with fairness. If mediation is unsuccessful, steps will be taken to ensure that the WFTDA policies are no longer compromised. The committee reviews all grievances internally and recommends solutions on a case-by-case basis. The committee may request review by other WFTDA members or committees and the WFTDA BoD in making recommendations. All parties involved in a grievance are bound by the grievance confidentiality agreement.

The Grievance Committee is dedicated to equitable and just treatment of all WFTDA members. If a member feels the Grievance Committee is not meeting its mission, they may submit an application for appeal.

For more information on WFTDA Grievance Policies, see the full [Grievance Policies and Procedures](#) in the P&P manual.

All Grievance communications may be directed to grievance@wftda.com.

All participants in the WFTDA Grievance Process are bound by the WFTDA Confidentiality Agreement.

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