

Grievance Template

Date:

To: Lisa Rowland
President, CSRA WTL

CC: Your Pro Advisor
Your Team Name

From: Your Name
Your Team Name

Subject: Official Protest (Limit to one page if possible)

1. Briefly explain the nature of the protest, the date it occurred and the efforts attempted to resolve the conflict on or off the court. Identify the reference for the stated protest. For example: This is a violation of "CSRAWTL By-Laws VI. League Rules, P. A fifteen minute default rule is in effect."
2. State the date you notified the League President of the unresolved dispute. Also, state the date that the League President notified you that she was unable to resolve the protest. You must submit an official protest in writing to the League President within three days after she notifies you of the failed attempt at a resolution. She and the Board will decide how to settle the dispute.
3. Close the letter.

Sincerely,
Your Name
Captain, Team Name
Telephone and Email