

## Urbana Recreation Council (URC) Appeal Policy and Procedure

<b>Policy Pertains to:</b>	URC Executive Council Board members, URC Designated Staff, URC Commissioners, URC Coaches, URC Volunteers, Program participants, Parents, guardians of program participants, and URC members active within the last 12 months.
<b>Responsibility for Execution:</b>	URC Executive Council board and program commissioners
<b>Effective Date:</b>	4/10/2025
<b>Supersedes:</b>	any pre-existing policy or procedure
<b>Approval:</b>	4/10/2025

### PURPOSE

In an effort to provide an opportunity for appeals for program level commissioners, coaches, volunteers, program participants, parents and guardians of program participants, and URC members active within the last 12 months, URC has developed the following appeals process. This process is including but not limited to the above mentioned individuals.

### POLICY

#### 1. Appeal Process (AP)

1. Article 4, Section 4 of the URC Constitution, sets forth the opportunity for filing an appeal to the URC Board.
2. This relates to an appeal by a participant, coach, parent, family member, friend, etc. regarding their opportunity to participate in any URC program activity.
3. The URC Executive Council Board (URCECB) may attempt to resolve the dispute without going through the formal appeal process. If the parties are amenable, URC will attempt to set up an informal discussion. These informal efforts, however, will not prejudice a party's ability to move the appeal process forward or any rights provided within that process.

### PROCEDURE

#### 1. Appeal

1. The person filing the appeal should put together an appeal setting forth who their appeal is against, the complete factual circumstances that form the basis of the appeal, and the relief they are seeking.
2. The appeal must be in writing, signed by the person making the appeal, and must state the full names and addresses of the person, persons, or groups against whom the appeal is made.
3. The appeal should contain enough information so that it is clear that the person making the appeal is prepared to offer testimony in writing by at least one witness with personal knowledge of the facts of their case if applicable.
4. The appeal should be sent to: Urbana Recreation Council (URCECB)
  - i. Email: [urbanareccouncilsecretary@gmail.com](mailto:urbanareccouncilsecretary@gmail.com)

Once the appeal is received by the URCECB, The URC Board Secretary will communicate "informally" with the parties, the President of URC, and the Commissioner from the program involved in the appeal. The URCECB will review the information and evidence provided by involved parties in order to make a determination on the appeal.

1. If a resolution is not possible, a prompt meeting shall be arranged amongst a majority of the URCECB members (at least 3 members). A minimum of three URCECB members will form an Appeal Committee to review all information provided regarding the Appeal. The Appeal Committee will conduct this review within a reasonable time.
2. After the URCECB Appeal Committee reviews all the information provided by all the parties they will issue a decision in writing via email to the person submitting the appeal and to the Program Commissioner.
3. All decisions made by the URCECB Appeals Committee will be final.

#### **SPECIAL CONSIDERATIONS/ACKNOWLEDGEMENTS**

1. URC prohibits reprisal or retaliation against someone for filing a good faith grievance. URC will not retaliate or discriminate against anyone for exercising any rights under these procedures. Retaliation is a violation of these procedures.