



United States Aikido Federation (USAF) Grievance Policy and Form

This grievance policy applies to behavior and interpersonal interactions that violate the USAF Code of Conduct. While every USAF dojo is self-governed, all USAF dojos and members are expected to comply with the Code of Conduct. All members are expected to behave ethically and to comply with local, state, and federal laws.

An attempt should be made to resolve a grievance or complaint through open discussion between the parties concerned **before** filing the attached form. This policy outlines the process in the event a member believes that filing a formal grievance is necessary and appropriate.

The Grievance Process

Grievance Committee members will review the completed Grievance Form, investigate the grievance, handle communications, and make a recommendation to the USAF Board of Directors. The Board will then determine a course of action.

PLEASE NOTE: A complainant should advise the Grievance Committee if the alleged incident is, or may be, the subject of any pending local, state or federal investigation or any pending civil or criminal lawsuit and, if applicable, the outcome of such investigation or litigation.

Submitting a Grievance Form

Anyone who was a USAF member at the time of the alleged incident may file a grievance. Grievances should be submitted as soon as possible after an incident has occurred so that rapid and constructive action may be taken. Therefore, the grievance must be brought by the complainant within three (3) years from the date of the alleged incident. To submit a grievance, complete the attached form and send it to any member of the Grievance Committee listed at the bottom of the form.

Investigation and Confidentiality

The Committee's investigation may include interviews of the person(s) whom complainant is alleging violated the Code of Conduct, witnesses, and review of supporting documents or other evidence. Committee members may also discuss the grievance with persons who have relevant information, or a legitimate need to know. Importantly, all grievances will be handled confidentially to the greatest extent possible to protect the privacy interests of everyone involved. All parties to the grievance are expected to maintain confidentiality as well.

Committee Report and Board Action

As soon as practicable after receipt of the Grievance Committee report, the full Board will determine appropriate action, if any, to be taken. Actions may include but are not limited to reprimand, membership suspension, or membership termination.



UNITED STATES AIKIDO FEDERATION

GRIEVANCE FORM

This form must be filled out by the complainant and submitted to any member of the Grievance Committee listed below.

COMPLAINANT'S INFORMATION:

NAME:

DOJO:

EMAIL ADDRESS:

PHONE NUMBER:

Please notify us of any change in your contact information once this form has been filed.

DESCRIPTION OF GRIEVANCE:

Please describe your grievance, including parties involved, witnesses, location, date(s) and time(s) of occurrence. Be as specific as possible. You may attach up to 2 additional pages to this form.



SIGNATURE AND ACKNOWLEDGEMENT:

I affirm and acknowledge that I have read and understand the USAF Code of Conduct and the Grievance Policy. I further affirm and acknowledge the information I have provided herein is true to the best of my knowledge.

SIGNATURE:

DATE:

**RETURN THIS FORM BY EMAIL ONLY
TO ANY GRIEVANCE COMMITTEE MEMBER LISTED BELOW**

Grievance Committee Members

George Kennedy, Board Chair: kennedyshihan@gmail.com

Blue Spruell, Board Member: blue@outlawfirm.com

Peter Bernath, Technical Committee and Board Member: bernath@bellsouth.net

Julia Freedgood, Board Member: JFreedgood@gmail.com