**Article XX Grievance Form**

**The purpose of this form is to allow the athlete and staff to manage and track the process.**

**Anti-retaliation statement:** Athletes who come forward with a good faith complaint or issue are guaranteed protection against any retribution or retaliation, either direct or indirect, by any USAS Staff member or member of the USAS Board of Directors or any other official associated with USA Shooting.

<table>
<thead>
<tr>
<th>Date of Report:</th>
<th>Date(s) of Issue:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Phone Number:</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Not every issue needs to be resolved by this process. Many issues can be resolved on the spot in conversation with the National Coach or other staff member. Examples: Range schedules, cleaning issues, personal training plan. Allow 72 hours for staff to start the resolution process.

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**Step 1:** Please describe your concern or issue. Use back if necessary or add attachment. Please be sure to list all facts involved. If your concern implicates the Code of Ethics/Code of Conduct, Selection Criteria, and/or Bylaws please reference the section of the document in question. To the extent available, please provide secondary information such as an e-mail, witness statement (with witness contact information, if available), or any other documents or information that could support, explain, or help resolve your claim. Submit this form to a Board or Committee member and the COO or USAS staff delegate.

**Issue Involves (circle one):**
- Coaching Decision
- NGB Administration Decision
- Code of Conduct
- Other Athlete(s)
- Selection Criteria/NGB Bylaws
- Other (describe below)

**Details of Concern:**

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**Step 2:** Have you tried to resolve the issue with your National Coach or other staff (circle one)?
- Yes
- No
- Not Applicable
- Prefer not to contact National Coach or other staff

**Step 3:** How did the National Coach or other staff respond to your issue or concern?

**Notes:**

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**Step 4:** After completing above sections, schedule time to discuss with Director of Operations or designee

<table>
<thead>
<tr>
<th>When</th>
<th>How</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Scheduled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAC Rep Notified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discipline Rep Notified</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form continues on next page (Page 1 of 2)
### Step 5: Meeting with Director of Operations, Athlete, AAC/Discipline Rep, Coach, Other Staff as Pertinent

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Attendees</th>
<th>Confidential</th>
<th>Yes</th>
<th>No</th>
<th>Note: If requested for personal privacy issues</th>
</tr>
</thead>
</table>

**Discussion/Notes:**

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**Resolution/Decision:**

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**Athlete Actions (please check one):**

- I accept the resolution or decision above.
- I disagree with the resolution or decision above, but will work together to make it work.
- I disagree with the resolution or decision above and want to pursue the issue further.

Signature:  
Date:  

**Staff Actions (please check one):**

- Resolution or decision above accepted
- Case referred to:
- Follow up needed (describe and date accomplished):
- Case closed

Signature:  
Date:  

**Copies:**

<table>
<thead>
<tr>
<th>Date Sent</th>
<th>Athlete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Sent</td>
<td>Concern File in Director of Operations Office</td>
</tr>
<tr>
<td>Date Sent</td>
<td>AAC and Discipline Athlete Reps</td>
</tr>
<tr>
<td>Date Sent</td>
<td>Other Participants if warranted (please identify)</td>
</tr>
</tbody>
</table>