



Grievance Policy and Procedures

Purpose

L.I.F.E. organization has established a process to appropriately respond to any complaints consistently, fairly, and timely. The organization aims to resolve concerns at the lowest possible level; however, if the concern cannot be resolved, the grievance procedures must be followed and complied with.

Grievance

The grievance is an official statement of a complaint that must be submitted in a written format and accompanied by a \$100 cash deposit, which will be forfeited if the protest is not sustained.

What may be grieved?

- Rule violations
- Alleged wrongdoing
- Qualifications or eligibility of participants, animals, or projects submitted in L.I.F.E. events

What may NOT BE GRIEVED?

- Decisions made by official judges, which are final.
- Set dates established relating to deadlines for membership, registration, livestock identification, etc.

Who may grieve an issue?

- L.I.F.E. exhibitors and their parent/guardian participating in the current Fair year.

Who responds to the grievance?

- The Grievance Committee will consist of the L.I.F.E. President, Livestock Superintendent or designee, and L.I.F.E. Board Members. The Grievance Committee will handle any grievance in executive session, and their decision will be final.

Grievance Procedures

- Grievances must be submitted as soon as the participant becomes aware of the concern and not surpass 24 hours following the incident being grieved. The grievance will be acknowledged by date and time, signed by the Livestock Superintendent or designee, and handled promptly to resolve the concern.

- All grievances must be submitted to the L.I.F.E. office staff using the official L.I.F.E. grievance forms found on our website.
- The grievance form must be signed by the exhibitor and parent/guardian.
- Submit a \$100 cash deposit with the written grievance forms, which will be forfeited if the protest is not sustained.

Grievance Committee

The grievance committee will review the written grievance submitted. If the written grievance is incomplete, vague, or needs further clarification, the committee shall seek additional information from the petitioner.

- The grievance committee may request a meeting to discuss the situation to make an informed and fair decision.
- Failure of the participant and parents/guardians to attend the requested meeting shall result in no action and forfeiture of the deposit.
- The grievance committee reserves the right to withhold any award(s) based on the findings of the grievance submitted.

Please see the below L.I.F.E. rules found in our Livestock Rules Handbook 2023-2024 for your reference:

RULES

1. INTERPRETATION AND VIOLATION OF RULES L.I.F.E. Organization has adopted grievance procedures to be heard by the Grievance Committee and all decisions shall be final as determined by the committee on all matters, questions, and differences.

1.1 GRIEVANCE COMMITTEE

- The Grievance Committee will consist of the L.I.F.E. President, Livestock Superintendent or designee, and L.I.F.E. Board Members. Any grievance will be handled by the Grievance Committee in executive session and their decision shall be final.

1.2 PROTESTS

- It is the intent of L.I.F.E. and its management that all protests and grievances be handled in a professional manner.
- All protests must be in writing and must plainly state the cause of the complaint or appeal and must be delivered to the Grievance Committee immediately after the occasion for such protest (within 24 hours).
- All protests must be accompanied by a \$100.00 cash deposit, which will be forfeited if the protest is not sustained.



OFFICE USE ONLY

Received by: _____
Date Received: ____/____/____
Time: ____:____ a.m/p.m.
Method of payment: _____
Form Submitted by: _____
Participant _____
4H/FFA _____

Date of grievance/incident: _____ **Date of grievance submitted:** _____

Name(s) of persons involved: _____

Grievance (Please be specific and explain in detail the complaint): _____

Action or rule in question: _____

Additional persons in the committee and witnesses that may be contacted for further clarification: _____

Procedures and steps taken prior to submission of the grievance forms: _____

Resolution request by grievant: _____

Print the names, contact number, and signatures of participant and parents submitting grievance:

Name	Contact Number	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____