



## **U.S. SQUASH Decision Review, Dispute Resolution, and Rule Clarification Procedures**

1. Filing a Request for Decision Review, Dispute Resolution, and/or Rule Clarification
2. Processing the Request
3. Investigation of the Underlying Facts
4. Disposition of the Case

- 1. Filing a Request for a Decision Review, Dispute Resolution or Rule Clarification.** Any individual member or organization that is a Member of the Association pursuant to the By-laws who (i) wishes to appeal a decision, (ii) believes himself/herself/itself to be aggrieved by any specific action, of the Association, one of its officials, or one of its members, or (iii) seeks a formal rule clarification or determination may file a request for a review, ruling and/or dispute resolution pursuant to these rules by filing a notice with the Association (this notice hereafter referred to as the "Notice Request" and the initiating member hereafter referred to as the "Initiating Party"). In order for the Notice Request to be considered for review and resolution through these procedures, it must:
  - (i) Be submitted in writing by the Initiating Party to the Chief Executive Officer of the Association at the Association's principal place of business,
  - (ii) Be signed by the Initiating Party making the Request, and
  - (iii) Include a concise statement of all of the relevant facts and circumstances underlying the Notice Request, the individual or organization responsible for the Notice Request and the relief sought. If the facts and circumstances underlying the Notice Request occurred at an event or competition sanctioned by the Association and the subject matter of the Notice Request may be the subject of the protest procedures described in other governing rules and policies, then those protest procedures must be exhausted prior to the filing of a Notice Request. Failure to exhaust those protest procedures precludes resorting to these procedures.
- 2. Processing the Notice Request.** Upon receipt of a Notice Request, the Chief Executive Officer (or upon request of the CEO, the Chair of the Board of Review) will promptly:

- (i) Appoint one Member, employee (including the Chief Executive Officer at his or her option) or agent of the Association to investigate the matter (the "Investigator"). The Investigator may not, however, be an individual who is directly involved in the occurrence that is the subject of the matter.
- (ii) Send a copy of the Notice Request to the Chair of the Board of Review ("BoR") and the Board Chair.
- (iii) Send the Initiating Party a notice acknowledging receipt of the Notice Request.  
That notice shall include:
  - a. The name of the Investigator,
  - b. The date (not later than sixty (60) days from the date of the notice) by which the investigation will be concluded, and
  - c. A copy of these procedures.
- (iv) Send to any individual or organization whose conduct is the subject of the Notice Request (the "Adverse Party") a notice of the filing of the Notice Request and a copy of the Notice Request. No notice need be sent when the Adverse Party is the Association. The notice shall include:
  - a. An invitation to respond in writing to the Notice Request,
  - b. The name of the Investigator,
  - c. The date by which the investigation will be completed, and
  - d. A copy of these procedures.

\*\*\*At any time during the processing and investigation of any Notice Request hereunder the Chief Executive Officer may at his or her discretion step aside and request that the Chair of the BoR take over any and all responsibilities set forth hereunder.

- 3. **Investigation of the Notice Request.** The investigation of the Notice Request shall at least include a collection of all relevant documents and interviews (or attempted interviews) with the Initiating Party, the Adverse Party and other persons having information related directly to the subject matter of the Notice Request.
- 4. **Disposition of the Notice Request.** Within five (5) days of the end of the investigation, the Investigator shall prepare for the Chief Executive Officer (or, as the case may be, the Chair of the BoR) of the Association a written summary of the investigation and a recommendation as to appropriate disposition of the Notice Request. Without being limited by that recommendation, the Chief Executive Officer may then:
  - (i) Inform the Parties that on the basis of the investigation, the Chief Executive Officer has concluded that the underlying facts

do not give rise to an issue that is appropriate for resolution under these procedures,

- (ii) Attempt to mediate the dispute to the satisfaction of the Parties. If mediation is successful, the agreed upon resolution must be recorded by the Chief Executive Officer in a form which includes the written acknowledgment by the Parties of that resolution,
- (iii) Inform the Initiating Party that the matter has been referred to the BoR which will pursue the matter according to the BoR Disciplinary and Grievance Procedures, or
- (iv) Inform the Initiating Party that the Association will pursue the matter against the Adverse Party on behalf of the Initiating Party under these procedures.