

USA FEDERATION FOR SPORT CHEERING

INTERNAL GRIEVANCE POLICY

Adopted December 14, 2023

The purpose of this internal grievance policy (the “*Policy*”) is to provide procedures by which to address internal grievances by members of USA FEDERATION FOR SPORT CHEERING (the “*Corporation*”) with fairness and objectivity.

I. Filing of Grievance.

Any member of the Corporation may file a written grievance with the President and Executive Director (or their designee(s)) pertaining to any matter within the cognizance of the Corporation and alleging a violation by the Corporation of any provision of the Corporation’s Bylaws, the Amateur Sports Act, or the USOPC Bylaws (as applicable). If the President and Executive Director determine that a grievance filed with the Corporation should be handled by another organization, the Corporation shall forward the grievance to the appropriate organization and provide notice of the same to the member that filed the grievance. The Corporation may also file a grievance against any member alleging a violation of the Corporation’s Bylaws, rules, policies, or procedures.

Any grievance shall be signed and shall allege with particularity the nature of the grievance and each claimed violation of the aforementioned documents by reference to specific sections thereof, stating in concise language how, when, and where the alleged violation occurred.

II. Treatment of Grievance.

If the President (or his or her designee) determines that the grievance can be resolved informally (and the Board of Directors does not direct the President otherwise), he or she (or his or her designee) shall make an effort to resolve the grievance himself or herself. If the President (or his or her designee) determines that the grievance cannot be resolved informally, cannot resolve the grievance informally, or if the President (or his or her designee, if applicable) has a conflict of interest in reviewing or addressing the grievance, he or she shall refer it to a hearing panel.

Procedures for hearing of the grievance are set forth in Section III.

III. Procedures for Hearing.

The President (or his or her designee) shall appoint a panel of three disinterested and impartial individuals to hear the grievance, including at least one Athlete Representative, as defined in the Corporation’s Bylaws. Directors may serve as panel members, but panel members are not required to be directors. The affected individual shall be notified of the time and place of the hearing, his or her right to appear personally and/or through an attorney, and his or her right to present evidence and argument relating. The Corporation shall also have the right to present evidence and argument at the hearing, either through the Executive Director or his or her designee. The hearing shall be

informal, with all parties being given reasonable opportunity to examine the pertinent evidence and to exchange views. At the request and expense of the requesting party, a transcript of the proceedings may be taken by a certified court reporter. Following the close of the hearing, the panel shall render its written decision, citing the principal grounds therefore, and a copy thereof shall be provided to the affected individual.

Either party shall have the right to appeal the decision of the hearing panel to the Board of Directors by filing a notice of appeal, setting out the grounds for appeal in clear and concise language, with the President (or his or her designee). The notice of appeal must be filed within thirty days of the date that the hearing panel's decision was transmitted to the appealing party. If an appeal is filed, the President shall appoint a panel of three directors, including at least one Athlete Representative, to review the matter. Such an appeal shall consist of a review on the record and the parties' briefs' to consider whether the hearing panel clearly erred in its decision. The appeal panel may hold oral argument if it determines, in its sole discretion, that oral argument is necessary. The appeal panel's determination of the matter shall be final, subject to the arbitration provisions of the Corporation's Bylaws, if applicable.