

District IV Grievance Procedures

All contests:

Contest rules, regulations, and procedures will be provided verbally to contestants, judges, and superintendents by the contest chairman and/or co-chairman on the day of the event, prior to the beginning of the contest.

If an incident occurs:

Day of event or contest:

1. 4-H'er: Notify coach of concerns or issues.
2. 4-H'er and coach: Contact CEA from county, if present.
3. CEA and those with concerns: Contact Chairman and/or Co-chairman.
4. Chairman/Co-chairman: Notify Administrative Advisor at the contest or event. He or she will then contact the 4-H Leadership Team (District Extension Administrator, County Extension Director, Regional Program Director, and 4-H Specialists) as needed.

If above mentioned chain of events is not successful after a reasonable effort, those with concerns may fill out a grievance form and pay a one time fee of \$25.00, which will be refunded IF the grievance is upheld. The grievance desk is located on the second floor of the Memorial Student Center for all contests held at Texas A&M - Commerce. Contests not held at Texas A&M-Commerce, etc. will have a designated area on-site for grievances to be filed. A one time fee of \$25.00 must be submitted along with the form when the complaint is filed. The staff member assigned to the grievance desk will notify members of the 4-H Leadership Team.

EXCEPTION: 4-H'ers involved in the horse show must follow horse show appeals process.

The 4-H Leadership Team will:

Review concerns.

Investigate concerns.

Notify those with concerns, relevant agents, and committee members of the results of the investigations. This may be done verbally or in written form.

The State Administration will be contacted if necessary.

Timeline: Incidents, if possible, should be addressed the day of the contest, prior to the awards ceremony. Grievances cannot be filed more than one week after the contest has taken place.