



## **COON RAPIDS BASEBALL**

**Policies Manual - 2024/2025 Season**  
Board Revised & Approved August 11, 2024

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## Introduction

On behalf of the Coon Rapids Baseball (CRB) Board, welcome to the 2024/2025 season! We strive to provide an environment of healthy competition in which players develop their baseball skills and self-confidence. We want our players, coaches, parents, fans and volunteers to enjoy the experience of participation in traveling baseball. Serving families living within the boundaries of Coon Rapids, CRB is a volunteer-driven organization that offers competitive AAA-A traveling baseball to age groups 10U-15U, as well as recreational opportunities for those that do not fit in a traveling program, up to age 19U. We compete in the MYAS Gopher State Baseball League. This manual is our program guide and provides important information that our membership needs to know about our program. Further information is located at our [www.coonrapidsbaseball.com](http://www.coonrapidsbaseball.com) website.

## Mission Statement

CRB's mission is to help our athletes develop advanced baseball skills and provide them with the opportunity to compete against teams with players of similar abilities. Our Traveling Baseball Program promotes good sportsmanship, pride in community, and enjoyment of the game for all. Preparing our players mentally and physically for the high school baseball experience is a foundational premise of the program.

## Board of Directors

Board members are elected volunteers charged with operating our traveling baseball program in a safe and responsible manner. They serve on internal committees and lead several key projects throughout the year. CRB Board Meetings start at 6:30 pm on the second Sunday of each month. Dates and location are subject to change and shall be posted on our website calendar. All parents and/or participants are encouraged to attend. There shall be an open forum at each meeting for member input. Please contact a board member prior to the meeting for location details.

### Position

**\*President**

**\*Vice President**

**\*Secretary**

**\*Treasurer**

**Coaching Director**

**Information Director**

**Registration Director**

**Fundraising Director**

**Equipment Director**

**Competitive Director**

**Little League Liaison**

### Name

**Scott Latta**

**Rocky Otte**

**Amy Lindsoe**

**Kathy Boe**

**Mark Smith**

**Kristy Mazurek**

**Nicole Bratten**

**Ashley Reeves & Andy Vandever**

**Zach Contreras**

**Steve Wold**

**Jeremy Johnson**

\*Denotes Executive Board Members

## General Information

**Calendar - Key Events** (Exact dates can be found on the website calendar, [www.coonrapidsbaseball.com](http://www.coonrapidsbaseball.com))

| <u>Event</u>                         | <u>Month</u>              | <u>Location</u>  |
|--------------------------------------|---------------------------|--|
| 10U-15U Tryouts Registration         | June-August               | <a href="http://www.coonrapidsbaseball.com">www.coonrapidsbaseball.com</a> |
| 10U-15U Head Coach Interviews        | July/early August         | N/A  |
| 10U-15U Head Coach Selections        | August                    | N/A  |
| 10U-15U Tryouts                      | Sat. following annual mtg | TBD  |
| 2nd Tryouts                          | approx 10 days after 1st  | TBD  |
| Team selections                      | September                 | N/A  |
| 10U-15U Registration #1              | October 1st               | <a href="http://www.coonrapidsbaseball.com">www.coonrapidsbaseball.com</a> |
| Election of Board Members/Annual mtg | August (2nd Sunday)       | Location TBD   |
| 10U-15U Registration #2              | Billed Nov., due Jan.     | <a href="http://www.coonrapidsbaseball.com">www.coonrapidsbaseball.com</a> |
| Winter Training                      | January - April           | National Sports Center   |
| Games Begin                          | April                     | Various Locations  |
| CR Summer Slam Tournament 10-12U     | May                       | Riverview Park   |
| Playoffs and State                   | July                      | Various Locations  |
| Field Improvements                   | August                    | Various Locations  |

## Eligibility

A player is eligible to participate in CRB subject to the following:

1. Complete and paid-in-full registration.
2. Player is in good standing (no active Code of Conduct, Risk Management, or Disciplinary Policy issues) and participates in the tryout process.
3. Residency - Players must reside within the boundaries of Coon rapids. For purposes of clarification, 10U-15U home-school and private-school players are eligible provided that their primary residence is within the boundaries of Coon Rapids boundaries.
4. Petitions - Special circumstances may arise that require a family to petition the Board for eligibility. Each petition is unique and shall be considered on a case-by-case basis. To initiate a petition, a member must submit an email to the Board Secretary. The Board may consult with MYAS on any petition.

Eligibility Exceptions/Clarifications: Players shall be evaluated for the age level in which they are registered. Players may play up to their grade level. **Players are not allowed to be rostered on any other team in our league from May 1 through the last game of the travel season (except for 14 or 15 year old players participation on CRHS teams).** Any exceptions shall be voted on by the board and be handled on a case-by-case basis.

## Age Requirements

We must follow GSBL age requirements as described below; the birthday cutoff date is May 1st:

- 10U must be 10 (or younger) on May 1st
- 11U must be 11 (or younger) on May 1st
- 12U must be 12 (or younger) on May 1st
- 13U must be 13 (or younger) on May 1st
- 14U must be 14 (or younger) on May 1st
- 15U must be 15 (or younger) on May 1st
- 19U must be 19 (or younger) on May 1st

## **Tryouts**

Tryouts indicate enough talent to compete in traveling baseball. We shall attempt to field both AAA and AA or A teams at each age group, assuming field capacity. All players must participate in the tryouts process.

Exception: If a player can't participate in any portion of tryouts due to illness, injury, or other significant reason, the player's family must petition the Board for team selection consideration. If the petition is approved, the Traveling Directors must approve of this player's placement on a team.

\*\*All other players will attempt to be placed on a recreational team in their particular age level. If that is not possible, we will attempt co-op with another bordering community to provide an opportunity for all to play.

## **Evaluators**

Tryout evaluators are selected to assess each player's skill using the CRB Tryout Scorecard. Evaluators shall not assess any age group which includes a family member. Evaluators shall commit to assessing every pool for their assigned age group.

## **Team Selection**

Team Selections is performed by Head Coaches who may consult with their Competitive Director. Tryout rankings are made available only to the Head Coach, Coaching Director, President, Vice President & Competitive Director. Score cards are not available to parents/players.

## **Tryouts Process and Team Selections 10U-15U**

Skills tryouts - The tryouts pools/times shall be posted on our website no later than one week before tryouts. Tryouts evaluators shall assess each player's skills and determine a score based on predetermined criteria. These scores shall be forwarded to the Traveling Director for verification and ranking.

The most important outcome of our tryouts process is to place players at the proper level of play. All teams must have a minimum of 11 players on their roster - any proposed exceptions to roster size must be petitioned and approved by the Board.

### **The team selection process consists of the following:**

The top 21 ranking players from the tryouts shall be eligible to participate at the AAA level. A player outside of the top 21 must be petitioned for by the Provisional Head Coach and approved by the competition committee. Teams shall field a minimum of 11 players. Exceptions must be approved by the Board. Head coaches may use prior traveling season feedback from both AAA and AA as a consideration in their selection process.

Roster adjustments - If a roster opening occurs on a AAA team, the AAA Head Coach may fill this spot with a AA player or elect to leave the spot unfilled.

## Registration

If registration numbers indicate enough interest and tryouts indication enough talent to compete at traveling baseball, we shall attempt to field both AAA and AA teams at each age group, assuming field capacity. The number of teams that are formed at each age level is determined at the sole discretion of the Board.

Registration for 10U-15U is a three-part process:

1. Tryout fee: A \$50 non-refundable tryout fee shall be paid on-line in advance of the tryout in order for a player to participate in tryouts. After the posted tryout fee deadline, any late registrations, or walk-ups shall be assessed a \$10 late fee. This late fee is in addition to the \$50 non-refundable tryout fee.
2. Registration Fee #1: After tryouts, players selected to a team shall have until October 1st to pay their initial registration fee of \$100. Consider this a player commitment payment. This payment is transacted on-line at [www.coonrapidsbaseball.org](http://www.coonrapidsbaseball.org).
3. Registration Fee #2: Takes place in January (will open in November, due in January). The second registration fee is \$200 for 13U-15U players.
4. Uniform selection and purchase takes place in February and is \$150. Volunteer fees of \$100 are also collected at this time.

## Fees

Fees for the following season need to be proposed and accepted by the board by the August Annual Meeting. Registration fees cover a variety of expenses, including but not limited to: GSBL fees, CRB administrative fees, facilities maintenance costs, umpires and equipment. To help cover other program investments like player development and field improvements, there are recoverable fees:

Volunteer Fees: CRB relies on volunteers to support our traveling baseball program. The \$100 volunteer fee per family is collected electronically when uniform purchase takes place in February. If a family meets their 4 hour volunteering requirement, this money shall be returned to them. If not, these funds shall remain with CRB to pay for workers in the upcoming season. Thank you in advance for giving your time.

| <u>Fee Amount</u>     | <u>Timing</u> | <u>Note</u>                   |
|-----------------------|---------------|-------------------------------|
| Tryouts \$50          | August        | Non-refundable                |
| Registration #1 \$100 | October       | Fixed program expenses        |
| Registration #2 \$200 | January       | Program expenses (13U-15U)    |
| Uniforms est \$150    | February      |                               |
| Volunteering \$100    | February      | Collected at uniform purchase |

Additional Costs: CRB registers our teams for three tournaments. The costs for additional tournaments are an additional team expense and costs vary. If a team earns a berth and registers in a state or nation tournament, the league will cover this tournament, including gate fees. Most CRB teams register for 3-4 qualifier tournaments and 1-2 state tournaments.

## Uniforms

We strive to provide high-quality, reasonably priced uniforms that perform well in a variety of weather conditions. Families pay for uniforms separately from registration fees and deals directly with the vendor on sizing and payment. Only approved uniforms supplied by CRB may be used on CRB teams. CRB hosts uniform fittings in February.

Each player, at each age group, shall have a unique uniform number for their career with CRB. This eliminates issues as players may move back and forth between any level teams through the years. It also helps with possible roster adjustments.

## **Equipment**

Team equipment consists of equipment bags, catcher's gear, baseballs, training balls and first aid kits.

Players must provide their own bat, glove, athletic protector, batting helmet and composite cleats. Only players 13U+ may wear metal cleats. However, some fields shall only allow composite, turf or tennis shoes.

Bats: Please consult the MYAS website for the latest information regarding approved bats. Follow this link and go to the Documents section: [www.myas.org](http://www.myas.org).

## **Baseball Fields**

CRB is fortunate to have access to several baseball fields. Every year we review the condition and playability of these fields with Coon Rapids City Staff and may choose to jointly invest time and materials in them.

As it concerns pride in our communities, we expect our players and families to keep the fields well-maintained and common areas free of trash.

Baseball Field Address Parking

Al Flynn Park - 1351 100th Ln NW, Coon Rapids, MN 55433

Wintercrest Park - 10300 Woodcrest Dr NW, Coon Rapids, MN 55433

## **Coaching**

The task of selecting our 10U-15U Head Coaches is a critical job that sets up the entire season. Because of its importance, CRB may utilize a Selection committee, made up of Coaching Director, Competitive Director, VP & Varsity Coach, to interview candidates for the following attributes:

- Commitment
- Ability to teach
- Positive mindset
- Organization skills
- Communication skills
- Conflict management

Note: Coaching Candidates cannot interview competing candidates and will not be part of the decision making process.

## **Annual Coach/Manager Evaluations**

At the end of each season, Traveling Directors provide a season summary and confidential parent/guardian feedback of the coaching staff and manager, to each Head Coach. The Traveling Director does not share the source of the evaluations and shall only summarize the feedback. If all went well, the Traveling Director may offer the current Head Coach a Provisional Head Coaching position for the following year. The Board believes coaching continuity is very important for player development and we actively seek to retain coaches that develop player abilities and have had success on the ballfield.

## **10U-15U Head Coach Selection Process**

In early August, all 10U-15U Head Coach candidates must submit an online application for the age group they are interested in coaching.

If the current Head Coach applies, they may be offered the Provisional Head Coach position for the next season after the current season summary discussion with their Coaching Director. Other candidates may be interviewed by a Selection Committee if that is deemed necessary.

Provisional Head Coaches shall be selected prior to tryouts.

To be named Head Coach of a AAA team, the Provisional Head Coach's player must finish in the top 15 in the skills portion of the tryout. To be named Head Coach of a AA team, the Provisional Head Coach's player must finish in the top 30 in the skills portion of the tryout.

Provisional head Coaches shall be confirmed by the CRB Board as the Head Coach based on the criteria above. If the Provisional Head Coach's player falls outside of these parameters, the Provisional Head Coach shall no longer be considered a candidate to become Head Coach and a new Head Coach shall be determined by the Board.

## **Coach Development**

Coaches are expected to develop their knowledge of the game and improve their player development skills. CRB recognizes the importance of having qualified and dedicated coaches; therefore, we invest in our coaches' development through mentoring and coaching workshops.

## **CRB Policies**

### **Commitment Policy**

CRB requires a traveling baseball commitment from March through July. If you anticipate numerous conflicts with games/practices due to camps, vacations, or other activities, then traveling baseball may not be a good fit for your family. It is unfair to committed teammates and dedication coaches if a player misses more than a couple of games/practices, for other than medical needs or very specific family matters.

### **Guidelines for absences:**

Excused absences: Illness or injury; family emergency; family vacation communicated two weeks in advance; community service; school/religious activities, etc.

Unexcused absences: Forgot; out-of-season sports activity; couldn't get a ride' two or more family vacations. The consequences for unexcused absences are that the player may see reduced playing time in games; this authority resides with the Head Coach and is supported by the Board. See Discipline Policy for the process.

### **Code of Conduct Policy**

CRB has adopted the GSBL Code of Conduct Policy. The ideals of good sportsmanship, respect, and an environment free of drugs, tobacco, and alcohol, are fully supported by CRB. Players, coaches, parents and any other spectator coming to practices or games, are required to abide by the GSBL Code of Conduct. All

players, coaches and parents are required to sign it prior to league play. (If a player has other family or friends that come to spectate, they are included in this policy which was signed by the player and their parents.) **ANY VIOLATION MAY RESULT IN TEMPORARY OR PERMANENT BANISHMENT FROM ANY MYAS SPONSORED EVENT. THE GSBL CODE OF CONDUCT POLICY MAY BE FOUND AT [WWW.MYAS.ORG](http://WWW.MYAS.ORG).**

## **Fair Play Policy**

CRB's Fair Play Policy encourages a balance between development of player abilities and competitive results. Stronger emphasis is placed on development in the younger levels, but it should always be considered. Players and parents should understand that there are circumstances that shall prevent perfect execution of the policy, such as a 10 run rule being imposed, weather-shortened games, absences from games or practices, and discipline factors. Coaches are instructed to take these circumstances into consideration and make every effort to execute the spirit of the policy by the end of the season.

### **League Play:**

- 10U-13U players should expect to play at least 3 defensive innings in every league game and at least 50% of all innings played in a season. Every effort should also be made to sit each player once, prior to another player being sat for a second time. Similarly, players should not sit for three innings until all eligible players have sat for two.
- Age levels 14U and above follow 9-man baseball rules and innings played are based on merit. As alluded to before, 14U and above coaches should endeavor to get all players into at least 50% of league defensive innings

### **Tournament Play**

- 10U-13U players should expect to play in at least 50% of all tournament innings.
- 14U and above tournament inning playing time are performance based and are the sole discretion of the Head Coach.

## **Volunteer Policy**

CRB depends on our membership being involved in various activities throughout the year. Board Members volunteer hundreds of hours throughout the year to successfully manage our association. For each team we field, the Head Coach, three Assistant Coaches and a Team Manager volunteer significant time and shall receive volunteer credit for their efforts.

For the balance of our membership, we require each family to volunteer four hours of their time at either tournaments, Uniform Fitting, Pictures, Bingo or another volunteering opportunity throughout the year.

## **Financial Policy**

CRB's Financial Policy exists to provide clarity on financial practices and provides transparency to our membership in how the Board manages the membership's funds. We shall follow all financial requirements for a non-profit 501(c)(3) organization.

### **Budget:**

The Treasurer of CRB will create an operating budget at the beginning of our baseball year in October. This budget is reviewed and approved by the Board. Income sources are: player registration, the MYAS Baseball Tournament, 4th of July Bingo, donations, sponsorships and other fundraising events. Expenses include league fees, developmental investments, and overhead costs (insurance, website fees, Trusted Coaches membership, etc.)

### **Financial Updates:**

Budget and Cash Flow updates are provided monthly by our Treasurer at Board Meetings. The annual Financial Summary is reviewed at our Annual Meeting. All meeting minutes are available on our website, [www.coonrapidsbaseball.org](http://www.coonrapidsbaseball.org).

### **Improvements**

In order to support our mission of developing baseball players that can successfully compete at the highest levels, we have to plan for investments in our facilities, fields, and equipment. We have an ongoing 3-year plan that identifies facilities and fields in need of improvement and equipment that supports player development. These investments vary in magnitude, so we look to fundraising activities, donations, sponsorships and grants to provide the needed resources.

### **Financial Assistance**

CRB extends financial aid to families in need of registration fees assistance in the form of volunteer work. Families seeking financial assistance are required to submit a Fee Reduction form to a CRB Executive Board for a confidential review.

**This form may be found on our website in the Forms tab.**

### **Donations**

CRB is very thankful for donations made to our program. Please contact our Treasurer to ensure donations are properly handled.

### **Sponsorships**

CRB may seek out sponsorships for our entire membership's financial benefit. This activity must be approved by the Board and properly handled by the Treasurer.

### **Grants**

CRB may apply for grants in order to fund significant investments in our facilities or program.

### **Team Fundraising**

With Board approval, teams are allowed to raise funds for additional tournaments or equipment. If the fundraiser is for multiple teams, fundraising monies must be deposited with CRB and then dispersed accordingly. Please contact our Treasurer for proper handling of funds.

### **Risk Management Policy**

CRB's Risk Management Policy exists to support player, coach and spectator safety and wellbeing. The policy addresses specific topics regarding personal safety and welfare

### **Severe Weather**

CRB follows MSHSL guidelines regarding Lightning/Threatening Weather:

"Prior to the start of a contest, the Head Coach is responsible for determining whether or not the conditions present a threat to the safety of participants and spectators and shall determine whether or not the contest shall begin. Once a contest has begun, either the umpire or the Head Coach may postpone or suspend a contest and cannot be overruled by the other party. When in doubt, err on the side of safety. When considering resumption of an athletic activity, the MSHSL recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field."

### **Trusted Coaches Program**

Board Members, Head Coaches, and three Assistant Coaches per team shall participate in this program. National background checks, concussion training, first aid and positive coaching technique training are all aspects to this program. Mandatory concussion training is good for three years.

### **Physical Abuse**

Physical abuse is physical contact that intentionally causes or creates a threat of bodily harm or personal injury. Physical abuse does not include physical contact that is reasonably designed to coach or demonstrate a baseball skill' examples are teaching a hitting stance, demonstrating fielding positions, and communication with players by touching in a non-threatening manner.

Any person who believes they have been a victim of physical abuse, or has any knowledge or belief of conduct that could be considered physical abuse, must report the alleged act(s) immediately to a Board Member. The Board shall take immediate action, at its discretion, to protect members of CRB and shall contact an investigation immediately. The Board may choose to contact local authorities if necessary. Upon proof of violation of this policy, the violator(s) shall be either suspended or permanently banned from CRB. The Board has the final authority on this decision.

### **Emotional Abuse**

Emotional abuse can take many forms like, but not limited to: bullying, harassment, exclusion and intimidation. These destructive behaviors, either received directly or indirectly (for example, by email, texting, or social media), shall not be tolerated by any member or CRB. See Discipline Policy below.

### **Substance Abuse: Regardless of quantity, a player shall not:**

- Use a beverage containing alcohol
- Use tobacco in any form
- Use or consume, have in possession, buy sell, or give away any other controlled substance (including steroids)

The rule applies to any portion of the baseball season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for a player's own use by their doctor. If a player is found breaking this policy, the following penalties shall be assessed.

- First Violation: The player shall lose eligibility for the next two consecutive games or two weeks of a season, whichever is greater. No exception is made for a player entering a chemical dependency treatment program.

- Subsequent Violations: The player shall lose eligibility for the remainder of the season. If a player enters a chemical dependency treatment program, the player must be certified for eligibility in CRB only by the director or counselor of the treatment program.
- Penalties shall be cumulative throughout the player's participation in CRB.

## **Discipline Policy**

### **Player Discipline Policy**

The Player Discipline policy applies to all CRB players. CRB Board reserves the right to impose disciplinary actions which are more severe than required by CRB's Player Discipline Policy if a player is removed from a game by an umpire. Players shall be disciplined, suspended, or removed from a team following violations of the GSBL Code of Conduct ([www.myas.org](http://www.myas.org)).

#### **First Offense**

- The Head Coach shall verbally warn the player and keep a record of offense, the player's name and the date.
- The Head Coach may choose to bench the player for an inning, the rest of the game, or send the player home, depending upon the severity of the offense.
- The Head Coach has the discretion whether or not to notify the players parents/guardians of the verbal warning.

#### **Second Offense**

- The Head Coach may bench the player for the rest of the game, or send the player home and suspend them for future games.
- The player's parents/guardians shall be informed by the head Coach of the offense and the reasons for any disciplinary actions taken.
- The Head Coach shall notify the appropriate CRB age representative and the Vice President.**
- The CRB board shall keep a record of the offense, the player's name and the date. The CRB Vice President shall notify the CRB Board President of the offense and any disciplinary actions taken.
- The CRB President or Vice President shall contact the parent/guardian of the involved player and explain the severity of the offense and that any further offenses may result in the player's removal from the team.

#### **Third Offense**

- The Head Coach shall suspend the involved player and notify the appropriate CRB Traveling director of the third offense.
- The Traveling Director shall notify the CRB Executive Board and request a hearing to consider removing the player from the team.
- The Age Representative shall contact the parent/guardian of the player.

The CRB Executive Board shall facilitate an in-person meeting, which shall include at a minimum, the following participants: the player, the player's parent/guardian, the coach and the CRB Executive Board members. During the meeting, all participants will have an opportunity to share information.

-If the CRB Executive Board votes to remove the player from the team, the CRB Board president shall notify the parent/guardian of the removal and provide the supporting reasoning for the Board's decision.

-Any player that is removed from a team pursuant to this policy may apply for reinstatement in any subsequent season.

### **Coach Discipline/Suspension/Removal**

Discipline of a coach, especially a Head Coach, is a very serious matter and resides within the sole discretion of the CRB Board. The following policies/procedures will be referenced in the event of an issue brought to the CRB Board's attention regarding a Head Coach or Assistant Coach.

- Grievance Policy (see below)
- Gopher State Discipline Policy (revised annually)
- In the event a coach engages in egregious acts or behaviors, the CRB board reserves the right to unilaterally motion to review the offending parties conduct and administer discipline without the regard of the policies described above.

### **Grievance Policy**

When a player or parent has a question regarding the Policies of CRB, they should address their questions to the Head Coach of their team. If a question is not answered satisfactorily, and a player/parent feels the need to pursue the matter further, they may contact the Executive Board via an email to the Board Secretary, but should do so only after exhausting all reasonable efforts with the coach and his/her assistants.

When a player or parent has a concern about the handling of the team or an individual player, they should:

1. Adhere to the "24 hour rule" which requires a player/parent to wait at least 24 hours before approaching a coach on the matter. Or, vice versa, if a coach has an issue with a player/parent.
2. Choose a time and place that is convenient for all parties involved (not prior to or during a game or practice) and approach the situation in an appropriate manner.
3. If the problem persists or cannot be resolved between the player/parent and the coach within 72 hours, it should be brought to the attention of the CRB Executive Board. At this time, the Executive Board shall act as a mediator between the player/parent and the coach. All parties involved shall meet to discuss the situation and strive for a solution. The Executive Board shall communicate in writing with the Board any mediation steps and the outcome of that mediation. Any emails submitted to the grievance process shall include a brief background of the situation, an overview of the issue at hand, and a perspective as to what the grieving party would consider as an acceptable solution.
4. If mediation still is unable to resolve the issues and all of the above steps have been followed, the Executive Board shall inform both parties in writing within 5 days that the complaint has been referred to the CRB Board of Directors for a Special meeting. Best efforts shall be made to have a meeting with the parties within 10 days following the receipt of any complaint. The decision(s) for the CRB Board of Directors shall be prompt and final.

**5.** If a Board Member is the subject of the grievance, a written complaint should be submitted directly to the President of CRB.