



**Gallatin Roller Girlz
GRG League Relations Committee
Mediation Policy/Procedure
v. October 25, 2015**

The League Relations Committee is designed to promote positive league interactions, as well as provide a safe and effective forum for addressing differences in an objective and non-biased manner. League Relations Committee (LRC) members are not legal or psychological counsel. They are volunteers who are dedicated to assisting other members.

The physical and emotional safety of Gallatin Roller Girlz (GRG) league members both on and off the rink is vitally important to the league, league members, the skaters, and the sport of roller derby. If at any time a member of GRG experiences a conflict with another member(s) that they cannot resolve on their own, they are required to invoke the mediation process. This includes concerns about conflict between other parties that may negatively affect league members. This process is designed to provide a formal structure for the voicing and hearing of differences, in a safe and neutral setting.

Parties requested to participate in mediation must schedule and actively participate in the process before returning to skating with the team. If no other time can be arranged prior to a practice, all parties may receive attendance points if the mediation occurs during scheduled practice hours.

The LRC recognizes that conflict is inevitable and at times difficult to resolve. Ongoing mediation may be necessary to resolve an issue. In that case, parties continuing to participate may return to skating.

ALL mediation requests must follow applicable procedure, however not all mediation procedures may apply to all conflicts. It is at the discretion of the LRC to decide which, if any, procedure is to be followed. The goal of the committee is to encourage league members to settle disputes in an appropriate manner and address all conflicts as soon as possible.

The mediation process consists of the following steps, to be followed in the order listed when applicable:

1. The skater should first (in a timely manner) attempt to privately address the conflict with other the person involved.
2. If the dispute is not resolved through independent approaches, either member will submit a formal written mediation to the LRC. The proper procedure is as follows:

- a. **Complete the Mediation Request Form**
(located on grgderby.com under documents and files)

- b. The form should state the specific concern. The form should contain any evidence backing such concern including, but not limited to, emails or other written correspondence.
- c. ALL mediation requests should be submitted to an active committee member ***within one week of completing step 1.***
- d. The committee member will forward the Mediation Request to the rest of committee and a mediator will be assigned as soon as possible.
- e. The assigned mediator will call the involved party(s) with a notification of the mediation request.
- f. The mediator will schedule mediation(s) between the parties.
- g. The mediator will assist the involved parties develop a plan of action or resolution, forwarding a summary of the concerns, discussion, and agreed-upon resolution to the committee head.
- h. The mediator will follow up with all parties one month following the last mediation to review the plan of action and may request additional mediation if necessary.
- i. Concerns not resolved through mediation efforts will be addressed by the LRC and forwarded to the board for assistance if necessary.
- j. Any code of conduct policy violation that comes to light through the mediation process, will be immediately forwarded to the GRG board for independent review. During this review, the LRC's processes and procedures will proceed as stated above.

The committee understands that each situation is unique and requires personalized attention. Mediation will therefore be consistent in its requirement, but versatile and guided by those involved.

The committee will continue to offer resources to help league members address conflict in healthy and appropriate ways including (but not limited to) hosting trainings, leading team-building practices, and facilitating an open dialogue following any public disruptive conflict situations.

The committee reserves the right to make any future amendments to this procedure.



**Gallatin Roller Girlz
GRG League Relations Committee
FAQ
September - 2014**

Can a league member not directly involved in the conflict fill out a mediation request if they witness something?

-Any league member can request mediation at any time, but only LRC members can request conflicting parties meet. Skaters cannot request people meet and not be present themselves to discuss. If a league member has a problem with a [perceived] conflict between two other people, they would have to sit and discuss it with those two people. That person may or may not remain involved in the plan of action (depending on the circumstance).

What if we don't want to go through the committee to handle our differences?

-Mediation is only for those who cannot handle their differences on their own. If mediation is requested, both parties can agree to meet privately or with someone else and come up with a resolution/plan of action. This still needs to be submitted to (and agreed upon by) the committee if the committee has already become involved.

Who can't skate?

-Any individual(s), refusing to participate

What if differences can't be worked out in a timely manner?

-Actively working with mediation will allow skater back on skates, whether specified issue is resolved or not. (Plan of action may be ongoing mediation or another session, etc.)

-Committee agrees that not all conflicts will be the same, nor will they all be easily resolved; we need to allow for differences and be patient and fluid with the process.

-Effort of both parties is most important.

What happens when one or both parties does not follow the resolutions?

-The mediator is responsible for documenting the plan of action/resolution and requesting further mediation or reporting to the board if one or more parties are not following their agreement.

-This isn't concrete and some resolutions/plans of actions may require tweaking or re-assessing. We want to hold people accountable, but we don't want to be unreasonable or inflexible when people are attempting to correct their behaviors (often personality traits/habits that are difficult to change).

-LRC Committee has the authority to discuss and decide before referring back to the board for further action.

Who decides if it is resolved?

-All parties involved must agree that an issue is resolved.

-Follow up will be completed by the mediator one month following the resolution date. Continued mediation may be necessary.

-No conflict is the same and many are related to personality differences. These will require ongoing efforts and patience, which is why we would like to keep it somewhat versatile.

Mediation Request Form

The League Relations Committee recognizes that conflict is inevitable in any environment but often difficult to resolve. Concerns that are not addressed have the ability to worsen over time, affecting both parties involved as well as the team as a whole. Thank you for taking the initiative to sit down and talk about your concerns.

Please describe the situation in detail including and who was involved.

How does the situation affect you?

Please explain your attempts to address the situation with the other person(s):

How could this situation be prevented in the future?

Please forward this request to any of the committee members listed on the GRG skater only page under committees.

Name: _____ Signature: _____ Date: _____