

CAPE FEAR OFFICIAL ASSOCIATION
GRIEVANCE POLICY & PROCEDURE

Any member in good standings may contest any fine, suspension or decision rendered by the Booking Agent, By the following procedure:

1. **First Appeal :** Directly to the Booking Agent
 - a. Within 5 Days of Incident
 - b. In written form by Certified Mail
 - c. Booking Agent has 10 days to render a decision in writing to the member.

2. **Second Appeal :** To the Grievance Committee
 - a. Within 5 Days of decision of the Booking Agent
 - b. In written form to the Chair of the Grievance Committee by Certified Mail.
 - c. Grievance Committee will have initial hearing within 14 days.
 - d. Decision by Grievance Committee within 30 days. This time, if needed, will be used to investigate, and gather any additional information.

3. **Final Appeal :** Is to the Executive Board, and will be Final
 - a. Within 5 Days of Grievance Committee's decision
 - b. Appeal must be in written form, sent to the Secretary of the Executive Board by Certified Mail.
 - c. Initial Hearing will be held within 21 days of receipt of notification.
 - d. Final decision will be rendered by Executive Board within 14 days.