



RESOLUTION FORM

The purpose of this form is to allow members that may have an issue to be able to present their concern to the SMHA Executive in an organized procedure.

This form is to be used to address an individual concern, or issue to the SMHA Executive to be discussed and to come to a decision/ feasible solution.

- Member(s) will fill out this form, submit it to the secretary by email or sealed envelope. The concern will be presented to the SMHA Executive to discuss at the next scheduled meeting.
- Issues will be addressed (Give at least 48 hours for a response – dependent upon concern)
- Individual members of the SMHA Executive will no longer “pass along the information” or respond to individuals emails (other than to provide this form for the member to complete and submit), phone calls or conversations regarding issues to be considered by the SMHA Executive.
- The contents of this document may be shared (for example, with HNL) in an effort to resolve the matter. By completing this form you agree that SMHA Executive may share some or all of this information in a process to resolve the complaint.
- Any issue not brought forward in the appropriate manner **will not** be addressed by the SMHA Executive. Some issues can be resolved by communication with Team Managers, Coaching Staff, Directors, etc. If you feel that the only remedy requires SMHA Executive input please feel free to use this document so you can have your issues addressed.

Section 1

Name: _____

Contact Phone Number: _____

Email: _____

Date of Submission: _____

