

**APPENDIX IV**

**DECISION OF THE GRIEVANCE AND COMPLAINT COMMITTEE**

**TO:** PLAINTIFF(S) AND DEFENDANT(S)

**FROM:** President and members of the Grievance and Complaint Committee

**DATE OF THE DECISION:** \_\_\_\_\_

**RE:** Complaint No.: \_\_\_\_\_

Complaint against: \_\_\_\_\_

**EVENT WHERE IT OCCURRED:** \_\_\_\_\_

**DATE OF THE EVENT:** \_\_\_\_\_

**JURISDICTIONAL DETERMINATION:**

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**BRIEF ACCOUNT OF THE FACTS:**

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**PROCEDURE FOLLOWED BY THE COMMITTEE:**

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**DETERMINATION:**

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**NOTIFICATION OF THE DECISION:** Immediately notify all parties involved by phone, confirm by fax, email and/or regular mail. Also notify the Puerto Rico Tennis Association's Board of Directors by way of its Executive Director.

NAME(S) OF PLAINTIFF(S) AND MANNER AND DATE OF NOTIFICATION:

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NAME(S) OF DEFENDANT(S) AND MANNER AND DATE OF NOTIFICATION:

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**TIME FRAME FOR APPEAL:** The parties who consider themselves affected by this decision may file an appeal before the Puerto Rico Tennis Association's Board of Directors, **properly evidenced and in writing, within ten (10) days of the notification of this decision.** They must send the appeal to the Association's Executive Director, and a copy to all other parties involved in this complaint as well as to the Grievance and Complaint Committee by way of its president. Appellees **shall have a time frame of ten (10) days from the moment they receive the appeal** to present their position, **properly evidenced and in writing**, before the Association's Board of Directors if they so wish. They will also give notification of this written document to all parties involved in the complaint as well as the Grievance and Complaint Committee by way of its president. There will be no right to file a replication unless the Board of Directors orders otherwise. **IF THE APPEAL DOES NOT MEET THE ESTABLISHED REQUIREMENTS, THE APPEAL WILL BE DISMISSED** unless the Board of Directors, entirely upon its discretion, stipulates otherwise. If a replication to the appeal does not meet the established requirements, this will allow the appeal to be decided without the benefit of a reply, unless the Board of Directors, entirely upon its discretion, stipulates otherwise. **The absence of compliance with notification requirements may be cause for dismissal of the appeal.**

**GRIEVANCE AND COMPLAINT COMMITTEE:**

**President's signature and name:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Addresses for notifications to President: \_\_\_\_\_

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Committee member's name: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee member's name: \_\_\_\_\_ Signature: \_\_\_\_\_