



## **Miss Rodeo Minnesota Formal Complaint / Grievance Process**

Any complaint that is filed regarding Miss Rodeo Minnesota Association operations must adhere to the following:

1. All grievances must be submitted in writing.
2. Grievances must include the name, address and phone number of the person filing the grievance.
3. The grievance must include as much detail and facts about the complaint for appropriate action to be taken.
4. Grievances must be submitted to either

MRMN President – Jana Reilly  
504 Baseline Rd. Marshall, MN 56258

Or

MRMN National Director – Jody Richters  
12260 Birkett Ave. Edgerton, MN 56128

5. Grievances must be signed and dated.
6. If a response to the grievance is desired, the letter must indicate so.
7. Any grievances that do not follow the above process will be classified as invalid.

MRMN Office follow – up

1. All grievances will be reviewed by the MRMN Board of Directors.
2. A MRMN Board of Director member will be assigned to research and gather information about the grievance.
3. All parties involved will be notified about the grievance in writing and given the opportunity to provide a response in writing.
4. The findings will be reported back to the MRMN Board of Directors.
5. The MRMN Board of Directors will vote and determine necessary action to be taken.
6. A MRMN Board of Director representative will report back to all parties.
7. A decision will be sent to all parties, signed, and dated by the MRMN Board of Director assigned to the grievance.
8. All grievances will be addressed and responded to by the MRMN Board of Directors within 10 business days of the initial date the grievance was received.
9. The MRMN Board of Directors has the right to extend the 10-day period if further examination is necessary. They will advise all parties in writing if this is necessary.