

Grievance Procedure

The following grievance procedure shall be used for all complaints incident to a rules violation:

- 1) All parties who feel that their individual situation constitutes an “exceptional circumstance” deserving of a policy/rule exception should explain their situation to the competition administrator(s) for the competition at issue. The administrator(s) are responsible for interpreting the rules of the competition, and for determining when waivers are justified.
- 2) If the aggrieved party feels that the competition administrator’s determination is unsatisfactory, then that individual should notify the Moot Court Executive Board via a brief written statement which explains the nature of their grievance and states the individual’s desire to make an oral appeal before the board. A copy of this notice should be placed in both the Moot Court Executive Board mailbox, and the mailbox of the program administrator(s).
- 3) The Board will contact the aggrieved party in writing, notifying them of their scheduled time to make an appearance. The individual should be prepared to present their case in full, detailing the circumstances which the individual feels necessitate a waiver of the competition rules and/or policies.
- 4) After the party has presented their case, the Board will discuss the merits of that individual’s claim and make a final determination. The party will be notified of the Board’s decision in writing shortly after their appearance. The decision reached by the Moot Court Executive Board is final.

No competitor shall participate in any Moot Court Executive Board competition without signing a participation agreement indicating his/her knowledge of this procedure.