



**Swartz Creek
Youth Football
Cheerleading and Poms
Policies and Procedures
2018**





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2018 SCYF Board Members

President—Holly Jarvis

Vice-President—Juan Zuniga

Secretary—Rachelle Derscha

Treasurer—Caitlin Quiggin

Head Field Commissioner—Mike Jarvis

Trustee Asst. Field Commissioner—Joseph Helm

Trustee Flag Field Commissioner—Josh Holtz

Concessions Coordinator—Katrinna Lougheed

Cheer Commissioner—Melanie Brummeler

Assistant Cheer Commissioner—Cierra Haley

Poms Commissioner—Kassi Godman

Trustee Spirit Wear/Event Planner—Jessica Polen

Trustee Sponsorships—

Trustee Coach Coordinator—Tom Hinkley

- **Email Address for All Board Members: scyouthfootball@gmail.com**

SCYF VISION STATEMENT

The Swartz Creek Youth Football, Cheerleading, and Poms Program, runs in conjunction with the Metro Youth Football League (MYFL), is an instructional league coordinated and ran strictly by volunteers. The focus of this league is to promote physical fitness and instill the values of good sportsmanship, teamwork, and responsibility in our area youth. The coaching staff emphasizes physical conditioning, basic game techniques, and team play. To minimize the risk of injury to our children, age and weight restrictions are imposed on team divisions. It is our vision, that with your assistance, this program will offer the children of this area the benefits of maintaining a healthy physical and mental outlook as they learn and grow through group participation.

SPORTSMANSHIP: *The Michigan High School Athletics Association provides this definition of sportsmanship as the practice of playing fair, of taking defeat without complaint, or victory without gloating and treating opponents with respect, generosity and courtesy.*



REGISTRATION POLICY

Registration of participants is conducted on a first-come / first-serve basis. Your child is NOT considered registered until payment is received in full. Because the SCYF is self-supported, we reserve the right to limit the number of participants if necessary. **FOOTBALL PARTICIPANTS MUST BE AGE 8 ON OR BEFORE DECEMBER 31, 2018. CHEER AND POMS PARTICIPANTS MUST BE A MINIMUM OF AGE 8 ON DECEMBER 31, 2018.**

2018 Football Player Divisions per MYFL Rules

Players will be assigned by grade this year.(2nd-4th Grade Freshman, 5th-6th Grade JV). Players will have the opportunity to play up with approval from the SCYF board but cannot play below their grade.

Weight Limits are different this year:

Freshman (2nd-4th grade)- if player weighs under 125 pounds (with all equipment) they are able to run the ball. If a player weighs over 125 pounds (with all equipment) you are required to play offensive or defensive line only (tackle to tackle).

Junior Varsity (5th-6th grade)- if a player weighs under 145 pounds (with all equipment) they are able to run the ball. If a player weighs over 145 pounds (with all equipment), you are required to play offensive or defensive line only (tackle to tackle).

REGISTRATION FEES

The costs for registering a participant are reviewed and determined at the beginning of each calendar/budget year and voted upon by the SCYF Board of Directors. For the 2018 SCYF season, the costs for each participant will be as follows:

FOOTBALL: \$145.00

CHEER: \$120.00

POMS: \$130.00

FLAG FOOTBALL: \$80.00

FLAG CHEER: \$90.00

Registration fees are based upon the cost of uniforms, league & field fees, and equipment replacement costs. The SCYF offers discounts of \$25 to families with additional children participating in the program. **Football, cheerleader, and poms participants will not be able to receive equipment / uniforms or be able to practice without prompt payment.**



NSF FEES

A \$25.00 NSF fee will be assessed for any returned checks. If your check was returned for a previous season, SCYF will require that you pay registration fees (plus any outstanding NSF fees) with cash, credit card, certified check, or money order for the upcoming season.

REFUND POLICY

All refunds are subject to SCYF Board approval. **A refund check will be issued to the individual whose payment information is on the receipt form.**

If your refund is:

- Prior to July 6 = All registration fees will be refunded.
- From July 6 and prior to August 3 = \$40 will be withheld from the refund to cover insurance fees paid to MYFL, jersey/uniform shipping/returns, and administration fees.
- From August 3 until the end of the second full week of practice (August 24, 2018) = \$100 will be withheld from the refund to cover insurance fees paid to MYFL, jersey/uniform costs, and administration fees. Jerseys/uniforms will be kept by SCYF and not distributed to the withdrawing participant.

ABSOLUTELY NO REFUNDS WILL BE GIVEN AFTER AUGUST 24, 2018.

Refunds exclude any/all funds raised through fund raising events

If football equipment has been issued, a refund form (signed and dated by your child's coach or SCYF Board member verifying that all football equipment has been returned) must be presented before a refund will be considered. If no football equipment is returned, a \$450.00 replacement fee will be assessed.

If a cheerleading uniform has been issued, a refund form (signed and dated by your child's coach or SCYF Board member verifying that the cheerleading uniform has been returned) must be presented before a refund will be considered. If no cheerleading uniform is returned, a \$90.00 replacement fee will be assessed.



UNIFORM / EQUIPMENT POLICY

Equipment issued to each participant will be as follows:

FOOTBALL

- (1) Helmet
- (1) Set of Shoulder Pads
- (1) Pair of BLACK Integrated Practice Pants
- (1) Pair of RED Integrated Game Pants
- (1) Set of Jerseys (1 red home and 1 white away jersey) - included in registration fee

Parents are responsible for athletic supporter (i.e. cup), mouthpiece (cannot be clear or white and must attach to helmet), football socks (must be white calf length football socks), and approved **football** cleats (per MYFL guidelines).

CHEERLEADING

- (1) Two-Piece Uniform (vest and skirt)
- (1) Pant Set Warm-Ups – included in registration fee

Parents are responsible for white unitard, socks, red briefs, white athletic shoes (in good condition), clear button front raincoat and hair bows. **Girls are not allowed to wear makeup.**

POMS

- (1) Performance Uniform – included in registration fee
- (1) Set of Poms – included in registration fee

Parents are responsible white turtle neck long sleeve shirt, white socks, white athletic shoes (in good condition), practice shoes (i.e., jazz shoes), and make-up

FLAG

- (1) Reversible Jersey – included in registration fee

Parents are responsible for Mouth-Guard (Cannot be clear or white), Black shorts or pants

FLAG CHEER

- (1) Two-Piece Uniform (vest and skirt)
- (1) Set of Poms – included in registration fee
- (1) Pant Set Warm-Ups – included in registration fee

Parents are responsible for white unitard, socks, red briefs, white athletic shoes (in good condition), clear button front raincoat and hair bows. **Girls are not allowed to wear makeup.**

***Football Players, Cheerleaders, & Poms must be in full uniform to participate during games.*

***All equipment and/or uniforms must be returned prior to the date of team banquet in order to attend the banquet.*



FOOTBALL JERSEY NUMBER PRIORITY

In the event 2 or more players are requesting the same jersey number on the same team, the following rules will determine which player keeps his/her number and which player will need to choose a new one.

- 1) Number of consecutive years played in SCYF.
- 2) Number of consecutive years played in Division (i.e. Freshman, Junior Varsity).
- 3) If both players are equal in both years played in the League and Division, the player's birthday, including year, will be used - oldest player will keep their jersey number.

EQUIPMENT / UNIFORM REPLACEMENT COSTS

If equipment and/or uniforms are lost, returned abused that is beyond normal wear and tear, a replacement cost will be assessed as listed below.

FOOTBALL UNIFORM / EQUIPMENT

- Helmet - \$169.000
- Shoulder Pads - \$120.00
- Black Integrated Practice Pants - \$ 85.00
- Red Integrated Game Pants - \$95.00

CHEERLEADING UNIFORM / EQUIPMENT

- Uniform (vest & skirt) - \$95.00

POMS EQUIPMENT

- N/A

FLAG EQUIPMENT

- N/A

FLAG CHEER EQUIPMENT

- Uniform (vest & skirt) - \$95.00



PRACTICES

All practices will be at Elms Rd. Park on days coordinated by each teams coach. In order for all our children to benefit from this program, practices are necessary. When a child misses practice, it affects the entire team; therefore, the following rule will apply to all participants.

FOOTBALL

All players **MUST** attend a minimum of three (3) practices per week in order to be eligible to participate in that week's game.

CHEERLEADING

All players **MUST** attend a minimum of two (2) practices per week in order to be eligible to participate in that week's game. *One of the minimum practice days must be the mandatory INSTRUCTIONAL DAY.*

POMS

All players **MUST** attend two (2) practices per week, with Friday being a mandatory practice in order to be eligible to participate in that week's game.

FLAG

All players **MUST** attend two (2) practices per week in order to be eligible to participate in that week's game.

FLAG-CHEER

All players **MUST** attend two (2) practices per week in order to be eligible to participate in that week's game.

Please remember that the Coaches are volunteers and have families too. **Do not leave your child unattended at practice.** Too many times coaches sit at the practice field waiting for parents to pick up their child. Michigan weather can turn on a dime, important information may be missed, accidents DO and WILL happen, or worst of all, you might have just missed the GREATEST move your child will ever make. If it is necessary to leave during practice, you need to make arrangements with another parent to watch/pick up your child and you must also notify your Team Mom and/or Coach.



PARENT PARTICIPATION SUMMARY

Since SCYF is operated strictly by volunteers, we require all parents to volunteer their time or resources at some point during the season – this is not an option. Older siblings or other family members may volunteer as well. These opportunities, except for Snacks, are for weeks in which your team is playing at home. Volunteer opportunities consist of the following:

- Snacks (All games)
 - During half-time and/or after the game
- Concessions
 - Must be a minimum 16 years of age
 - This will NOT be during your child's game
 - Will be at the direction of the Concessions Coordinator
- 50/50 ticket sales
 - One member of this sales team must be 18 years or older
 - This will NOT be during your child's game
 - Will work with at least one other person for sales
- Chain gang
 - Must be a minimum 16 years of age
 - This WILL BE during your child's game – football parents only
 - Will work in a team of 3
 - Must check in with the Concessions Coordinator and wear chain gang vest
 - Will be a member of the neutral officiating crew – NO CHEERING

PARENT AND SPECTATOR RULES SUMMARY

- Parents and/or other family members are NOT permitted on the practice and/or game field.
- Parents and/or other family members are NOT permitted to assist with any portion of practice.
- No one is permitted in the Press Box except for game announcers, timekeepers, team spotter and video volunteer (if applicable). Any individuals training to become announcers and timekeepers will be allowed.
- **No air horns, electronic bull horns/megaphones are permitted into the SC football stadium.**

NO VULGAR LANGUAGE, OBSENSE GESTURES, OR FIGHTING WILL BE TOLERATED!

SCYF reserves the right to remove any violator from the practice fields or SC football stadium.
****See Code of Conduct Policy and Zero Tolerance Policy located in Appendix Section.***



COACHES SELECTION PROCESS

FOOTBALL

- Head Coaches are interviewed by the President, Vice-President, and Head Field Commissioner with recommendations brought to the SCYF Board Members.
- Head Coaches are required to attend mandatory Coach's meetings, register through our Bonzi website, pass required background checks, and complete required training.
- Prior to the player draft, Head Coaches may select their Assistant Coach (*limited to 3 and provided that person has attended the mandatory Coach's meeting, passed the required background check, and completed the required training*)
- After the player draft, Head Coaches may assemble the rest of their staff consisting of: Coach's Assistant (*limited to 1 and provided that person has passed the required background check and completed the required training*), and Team Mom (*provided that person has passed the background check and completed the required training*).
- The SCYF governing Board reserves the right to assign Coach's Assistants prior to the player draft.
- All Coaches, no matter what level, are not guaranteed to coach year after year.
- The SCYF governing Board reserves the right to discharge any Head Coach, Assistant Coach, Coach's Assistant, or Team Mom if necessary for the benefit of the SCYF Program.

CHEER / POMS

- Cheer Head Coaches are interviewed by the Cheer Commissioner and Assistant Cheer Commissioner with recommendations brought to the SCYF Board Members.
- Poms Head Coach are interviewed by the Poms Commissioner with recommendations brought to the SCYF Board Members.
- Head Coaches are required to attend mandatory Coach's meetings, pass required background checks, and complete required training.
- Head Coaches may assemble their own staff consisting of: Assistant Coach/Team Mom (*limited to 2 and provided that person has passed the required background check and completed the training*).
- All Coaches are not guaranteed to coach year after year.
- The SCYF governing Board reserves the right to discharge any Head Coach or Assistant Coach/Team Mom if necessary for the benefit of the SCYF Program.

ALL COACHES ARE SUBJECT TO DISCIPLINARY ACTION AS DETERMINED BY BOARD MEMBERS UP TO AND INCLUDING DISMISSAL.



GRIEVANCE PROCEDURE SUMMARY

The following grievance procedure is enforced in order to give the children quality time during practice and game time. In the past, parents have had questions, and in some situations, disagreements with coaches. We ask that you follow the procedures set up for these situations, so that the intended focus of the program, “the children”, receive the coach’s full attention and get the most out of this experience.

If you have questions or need to talk to a coach, he/she will be more than happy to speak with you after practice or game. Coaches need to concentrate on the team prior to and during practices and games. **Please give coaches a 24 hour cool down period after a game.** Coaches get into games as much as the players and parents. BOTH, parents and coaches, will benefit from this and the problem can be handled less confrontation. If a situation arises that you feel needs to be recognized, please follow this three-step process:

FOOTBALL (Including Flag):

STEP 1: Approach the Coach to discuss the situation. Most situations are easily settled.

STEP 2: If you feel that the situation was not handled effectively, approach the Head Field Commissioner or Assistant Field Commissioner. They will gladly listen to your grievance and act as liaison between you and the Coach.

STEP 3: If you feel that the situation was not handled effectively, approach the President, or Vice-President. They will gladly listen to your grievance and act as liaison between you and the Coach.

CHEERLEADING (Including Flag):

STEP 1: Approach the Coach to discuss the situation. Most situations are easily settled at this level.

STEP 2: If you feel that the situation was not handled effectively, approach the Cheerleading Commissioner or Assistant Cheerleading Commissioner. He/she will gladly listen to your grievance and act as liaison between you and the Coach.

STEP 3: If you feel that the situation was not handled effectively, approach the Head Field Commissioner, President, or Vice-President. They will gladly listen to your grievance and act as liaison between you and the Coach.

POMS (Including all Levels):

STEP 1: Approach the Poms Commissioner to discuss the situation. Most situations are easily settled at this level.

STEP 2: If you feel that the situation was not handled effectively, approach the Head Field Commissioner, President, or Vice-President. They will gladly listen to your grievance and act as liaison between you and the Coach

****See Grievance Policy located in Appendix Section.***



COACHES JOB DESCRIPTIONS

FOOTBALL HEAD COACHES

- Must be a minimum of 18 years of age
- Must have (1) year minimum as an Assistant Coach with SCYF (with the exception of the Freshman division)
- Attend all SCYF Coaches meetings
- **MUST attend mandatory MYFL Coaches meeting**
- **MUST pass the required background check**
- **MUST complete the required training**
- Demonstrate leadership, a positive attitude, and sportsmanship
- Instruct on the basic fundamentals of football
- Oversee the functions of practices and games
- Maintain control of his/her coaching staff, parents, and fans during practices and games
- NO VULGAR LANGUAGE OR OBSENE JESTURES WILL BE TOLERATED!

FOOTBALL ASSISTANT COACHES AND COACH'S ASSISTANTS

- Must be a minimum of 18 years of age
- **MUST attend mandatory MYFL Coaches meeting**
- **MUST pass the required background check**
- **MUST complete the required training**
- Demonstrate leadership, a positive attitude, and sportsmanship
- Instruct on the basic fundamentals of football
- NO VULGAR LANGUAGE OR OBSENE JESTURES WILL BE TOLERATED!

CHEERLEADING AND POM COACHES

- Must be a minimum of 18 years of age to be a Head Coach
- **MUST pass the required background check**
- **MUST complete the required training**
- Demonstrate leadership, a positive attitude, and sportsmanship
- Choreograph and instruct girls in chants, cheers, and formations
- Accompany squad to all game performances and events
- Provide squad members with schedules and information updates
- Oversee the functions of practices and games
- NO VULGAR LANGUAGE OR OBSENE JESTURES WILL BE TOLERATED!

CHEERLEADING/POMS ASSISTANT COACHES

- Must be a minimum of 16 years of age
- **MUST pass the required background check (Age 18 and older)**
- **MUST complete the required training**
- Demonstrate leadership, a positive attitude, and sportsmanship
- Choreograph and instruct girls in chants, cheers, and formations
- NO VULGAR LANGUAGE OR OBSENE JESTURES WILL BE TOLERATED!



TEAM STAFF JOB DESCRIPTIONS

FOOTBALL TEAM PARENT

- Must be a minimum of 18 years of age
- **MUST pass the required background check**
- **MUST complete the required training**
- Mandatory to attend a minimum of 3 practices per week.
- Parent / Coach liaison
- Maintain birth certificates and physical forms and proof of grade for Head Coach (located in coach's roster book)
- Organize and ensure volunteers for home games (chain gang, spotter, concession workers, 50/50 sales, and snacks) in coordination with Cheerleading Team Mom
- Communicate concession worker volunteer list to Concessions Coordinator
- Support and promote all fundraisers and banquet activities
- Provide Game Announcer with updated Team Roster

CHEERLEADING TEAM PARENT

- Must be a minimum of 18 years of age
- **MUST pass the required background check**
- **MUST complete the required training**
- Parent / Coach liaison
- Maintain birth certificates and physical forms and proof of grade for Head Coach (located in coach's roster book)
- Provide Game Announcer with updated Team Roster
- Present at all practices; stay until all girls have been picked up.
- Organize volunteers for home games (concession worker and 50/50 sales) in coordination with Football Team Mom
- Support and promote all fundraisers and banquet activities

POMS TEAM PARENT

- Must be a minimum of 18 years of age
- **MUST pass the required background check**
- **MUST complete the required training**
- Parent / Coach liaison
- Assist coaching staff (if required)
- Provide Game Announcer with updated Team Roster
- Present at all practices; stay until all girls have been picked up.
- Organize volunteers for home games (concession worker and 50/50 sales) in coordination with Football Team Mom
- Support and promote all fundraisers and banquet activities



BOARD MEETINGS AND ELECTIONS

Board Meetings – SCYF meetings are held once a month. The first meeting of the up-coming season will be held in January. All community members are welcome to attend unless specified as a close meeting (i.e. during open Board position interviews and elections).

Board Elections – Nominations for SCYF League Board Members are held at the last meeting of the season in October. Individuals are nominated, or may nominate themselves for a position on the Board. Elections are conducted as follows:

1. Nominees will be interviewed by the existing board in November.
2. After all interviews have been conducted, one vote per person will be cast for the nominees by present SCYF Board Members and Trustees.

ELECTED EXECUTIVE BOARD POSITIONS INCLUDE:

*** The following elected positions are 2 year terms*

- President
- Vice President
- Treasurer
- Secretary
- Head Field Commissioner

ELECTED BOARD POSITIONS INCLUDE:

*** The following elected positions are 2 year terms*

- Cheerleading Commissioner
- Assistant Cheerleading Commissioner
- Poms Commissioner
- Concessions Commissioner

APPOINTED TRUSTEE POSITIONS INCLUDE:

*** Trustee positions are 1 year terms*

- Flag Field Commissioner
- Trustee #1
- Trustee #2
- Trustee #3
- Trustee #4
- Trustee #5

***In the event a Member resigns, the remaining Board Members will vote to elect a new Member for the position until the next season's vote.*

If a Board Member's term is expiring at the end of the calendar year and he/she is NOT seeking re-election, they must notify the Board on or before the September Board Meeting with their intentions. This allows time for the remaining Board members to seek out replacement candidates throughout the season.



BOARD MEMBERS JOB DESCRIPTIONS

***Upon election as the SCYF President and Vice-President, you will be required to become a member of the Swartz Creek Booster Club. This membership is optional for all other Board Members, including the Trustee positions. A membership fee will be applicable. See the Swartz Creek School Athletics web site for more information and the application form.*

President

- Coordinate and oversee all activities of SCYF organization
- Conduct meetings
- Parent/Staff liaison and intervention for all areas
- SCYF representative to league (MYFL)
- Oversee disciplinary action (if required)
- Oversee purchases of equipment and supplies
- Function as alternate Field Commissioner if required

Football Vice-President

- Coordinate and oversee football activities
- Conduct meetings in absents of President
- Responsible for all Web/IT site development and tools
- Parent/Staff liaison & intervention for all areas
- Oversee disciplinary action (if required)
- Assume responsibilities of President in his/her absence
- Function as alternate Field Commissioner if required

Head Field Commissioner

- Primary SCYF representative to league (MYFL) and attend league meetings
- Oversee all home field responsibilities per league requirements; (i.e. field setup, chain crews, timekeeper, liaison w/officials, announcer, etc.)
- Maintain home field equipment and supplies (i.e. chains, down/yard markers, etc.)

Secretary

- Maintain SCYF Board of Directors meeting minutes
- Maintain football team rosters, registration forms, and records
- Maintain cheer and poms registration forms and records
- Oversee flyers/information distribution as required
- Oversee Team Moms

Treasurer

- Maintain financial records of organization
- Oversee collections and distribution of money
- Prepare annual report
- Work in conjunction with Concessions Commissioner



BOARD MEMBERS JOB DESCRIPTIONS (cont.)

Concessions Coordinator

- Organize Concessions Volunteer Schedule
- Coordinate and pay-out 50/50 raffle
- Coordinate purchases and storage of all supplies for Concessions
- Familiar with health codes and has to be certified in safe food handling with the health department

Cheerleading Commissioner

- Coordinate and oversee Cheerleading activities
- Parent/Staff liaison & intervention for Cheerleading squads
- Oversee disciplinary action (if required) for Cheerleading squads
- Oversee Cheerleading equipment maintenance and storage
- Oversee/works with the Treasurer on purchases of equipment and supplies

Assistant Cheerleading Commissioner

- Assume responsibilities of Cheer Commissioner in his/her absence
- Oversee flyers/information distribution as required

Poms Commissioner

- Coordinate and oversee Poms activities
- Parent/Staff liaison & intervention for Poms squads
- Oversee disciplinary action (if required) for Poms squads
- Oversee Poms equipment maintenance and storage
- Oversee/works with the Treasurer on purchases of equipment and supplies

Trustee Positions

- Assist with various jobs/roles defined by the Board
- Assist existing Board Members with their defined roles



PO Box 484

Swartz Creek, MI 48473

www.swartzcreekyouthfootball.com

APPENDIXES



Code of Conduct Handbook

Welcome to the Swartz Creek Youth Football, Cheerleading and POMS (SCYF). This handbook was developed to help our adult and youth members understand how our organization operates and what is expected of all parents/participants and volunteers. While we cannot cover every contingency in this handbook, you are asked to follow the spirit of what is outlined here, and allow common sense to prevail. While 99% of the adults in the program will abide by this code without being told, this code is being published to protect the children and volunteers (which includes all coaches and board members) from the 1%. SCYF is organized and operated by volunteer members- your input is always welcome.

Conduct & Code of Ethics

SCYF board members, coaches, assistant coaches, referees, coordinators, participants, parents and volunteers will:

- Exhibit and maintain appropriate conduct supporting the SCYF program philosophy and rules at all times.
- Maintain a commitment to the highest levels of personal and public integrity.
- Encourage a positive impression for the game of football.

Unethical or inappropriate conduct or actions are unacceptable and should be reported to the SCYF board, a coach or a referee. The Coaches/Officials' Coordinator and other selected SCYF Board Officers will review the situation and determine if the incident is subject to disciplinary action.

Any SCYF Board Member, Coach and/or Referee receiving a complaint of unethical or inappropriate conduct must notify the SCYF Board President in writing of such Complaint within 5 business days.

SCYF parents and participants must agree to abide by the overall philosophy of SCYF and parent/participant conduct policy. Violations of this policy will be brought to the board's attention for review by the board and possible disciplinary action, including expulsion from the program may result

Mission:

The Swartz Creek Youth Football and Cheerleading Programs are set up for the purpose of teaching our youth how to be a part of a team, as well as, how to play the game of football or learn new cheers. We focus on teaching self-respect and self-discipline, pride, teamwork, and good sportsmanship. We believe that every child should have the opportunity to play during practices and games. This does not however insure that all children will play every game or practice the same amount of time or in a preferred position.

Our program consists of all volunteers who want to make the football and cheer seasons as enjoyable for the children and parents as possible. We have a very large organization and our success is dependent upon obtaining as much participation and cooperation as possible from everyone involved!

Organization:

Swartz Creek Youth Football (SCYF) is a non-profit organization founded by Swartz Creek residents with the intention of teaching league-based tackle football and cheerleading to area youth participants. Swartz Creek Youth Football, Cheer, and Pom are not affiliated with the school district. We are funded entirely by registration fees, fundraising, sponsorships, and donations from members of our community.



Rules and Policies:

Every parent/participant is required to read this handbook and abide by the policies outlined here. All parent/participants are then required to return a signed parent/participant contract signed by both parents and participant certifying that they have read, understand, and will comply with the Code of Conduct described herein.

Roles and Responsibilities:

SCYF is operated entirely by volunteers. What this means is that every activity from concessions to game officials occurs through the efforts of volunteers. Because the SCYF Programs are operated entirely through volunteer efforts and because part of our goal is to instill positive behaviors in children through a competitive activity, it is critical that every volunteer be treated with courtesy and respect at all times.

There are a variety of levels of involvement within our program. Here are some examples:

Board of Directors: These volunteers are elected to a one to two-year term by the general membership. They are responsible for the management of all operations in the program, including oversight of all volunteer networks. Other Trustee members are appointed, as needed for one-year terms as per the By-Laws.

Coaches: These volunteers manage all practices and games for SCYF. Coaches are the primary instructors for the players. They are responsible for the supervision, teaching of plays, running drills, discipline on the field as well as management of parent relations and communications. All issues should be directed at the head coach or one of their assistants for resolution.

Parent Volunteers: We need at least 20 volunteers for each home game to set up, staff, and closing up the concession stand, chain gang, admissions, and field crew. Every parent is required to volunteer in some shape or form unless he/she/they pay the "Opt out" fee at registration. Documentation of volunteer hours will be kept to assure compliance.

Football Players: Every child is expected to put forth their best effort, both on and off the field, and to abide by the rules and regulations in this handbook and the players code of ethics.

Guests and fans: **Our games are well attended by parents, grandparents, friends and many other individuals simply interested in football. All guests and fans are expected to behavior with respect and courtesy towards all other individuals at the events. Inappropriate behavior and/ or comments will not be tolerated by anyone attending our events. WE RESERVE THE RIGHT TO EXPELL INDIVIDUALS FROM OUR EVENTS IN THE EVENT ANY OF THE RULES OR REGULATIONS IN THIS CODE OF CONDUCT ARE VIOLATED.**

GOOD CITIZENSHIP:

SCYF is known for pride and respect – towards each other, other MYFL programs from their leadership to coaches, parents, teachers, and fellow classmates. Any derogatory comments, making fun of others, gossiping, or criticism that is not constructive in nature will not be tolerated.



POLICY AGAINST HARASSMENT, INTIMIDATION, AND BULLYING

We ask that all families to review this SCYF Policy against Harassment, Intimidation and Bullying with their children. Together we can ensure that all of our children, guests, and SCYF participants have a better understanding of these issues and can help make all SCYF programs enjoyable for everyone.

Swartz Creek Youth Football, Inc. prohibits and will not tolerate acts of harassment, intimidation, or bullying (including cyber-bullying). For our purposes “harassment, intimidation, or bullying” means any gesture, any written, verbal, or physical act, or any electronic communication, whether it is a single incident or a series of incidents that:

- Is reasonably perceived as being motivated by either an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, age, height, weight, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- and that takes place in relation to any program function or team; and
- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a and individual or damaging the individual’s property, or placing a individual in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any individual or group of individuals; or creates a hostile environment for the individual.

Notification of any alleged harassment, intimidation, or bullying shall be made to the affiliated Coach, Field Commissioner or Board Member. Reported allegations of harassment, intimidation, and bullying will be promptly investigated by SCYF. If the allegation(s) is substantiated then SCYF will promptly remedy the situation through appropriate means, up to and including expulsion from the league and referral to appropriate legal authorities. Any member of the SCYF Board will have the authority to remove any person from any SCYF event at their discretion.

Anyone involved with an allegation of harassment, intimidation or bullying is asked to confine their complaints to a Coach, Field Commissioner or Board member. Keeping allegations and the ensuing investigation confidential prevents gossiping and rumors from interfering with the purpose of the league.

Required Adult Conduct:

The support of parents is essential to the success of any youth program. This support should, however, be of the “off the field” variety in such activities as fundraising, promotion, equipment maintenance, team sponsorship, and other volunteer activities. On occasion, well-meaning parents can become overzealous and cause unwarranted problems. For the safety and well-being of everyone, involved SCYF provides these rules concerning parent conduct:

- A. Parents should clearly understand that the purpose of this program is to teach children teamwork, good sportsmanship, fair play, and the love of the game.
- B. Alcohol, smoking, and drugs will not be permitted at the practices or games or at any other SCYF activity.
- C. Parents must stay in the areas designated by the local programs during all practices and games, nor are they to approach the coaches or officials during a game.
- D. Parents are expected to cheer loudly for your team, but always in good taste and never in a way that is disparaging to the opposing team. Un-sportsmanlike conduct is prohibited at all times, and can result in penalties to the team on the field.
- E. Derogatory statements toward game officials or the opposing team is prohibited and can result in the forfeiture of the game.



- F. A positive mental attitude is an important ingredient for the success of any youth program. Adults will refrain from open criticisms, especially in the presence of children of the program, coaches, or any personnel connected with the program.
- G. Parents should encourage attendance at all practice sessions. Absences impede progress for the rest of the team as well as for the child who is absent. Missing practices can lead to limited playing time during the game. Missing practice should be limited to illness or serious injury. Children with minor injuries or mild illness can still benefit from observing at a practice session. You must notify your coach if an absence occurs.
- H. Parents are responsible for getting all players to and from all games and practices, on time. Please have players there 15 minutes prior to the start of practice and 60 minutes prior to the start of a game. Parents are required to arrive 15 minutes prior to the end of practice. It is not the responsibility of the coaching staff to wait for parents to show up to pick their children up.
- I. SCYF cannot be held responsible for the health and welfare of unattended children. Siblings of players should not be left unattended.

Required Youth Conduct

Hard work and dedication will be required before you can wear the uniform of the team. Being a member of the team requires much more than just learning about playing the game of Football.

- A. Vulgarity, temper tantrums, taunting and fighting are absolutely prohibited. Any player observed displaying improper conduct below the acceptable standards of SCYF will result in disciplinary action or dismissal.
- B. If you are going to miss a practice or a game, you must notify one of your coaches. You are expected to arrive at games and practices on time, or to alert your coach if you are going to be late or have to leave early.
- C. Report all problems to your coaches immediately. It is your responsibility, not your parents, to keep your uniform and equipment clean and in good repair. Football uniforms must be clean before every game.

Should violations of the required conduct or other policies outlined in this handbook occur, they will be handled in the following manner.

- 1. First incident: The head coach will take the player aside and speak with them privately about the behavior and consequences. The incident will be documented.
- 2. Second incident: The head coach will meet with the player's parents and the player privately, again documenting the incident.
- 3. Third incident: The incident will be reported to the President or Vice President of SCYF. The player will be suspended one game. The incident will be documented.
- 4. Fourth incident: The incident will be documented and the player will be dropped from the team roster.
- 5.

Adults:

The SCYF board of directors has established a NO TOLERANCE POLICY FOR IMPROPER ADULT BEHAVIOR. Each adult will be required to sign an Adult Code of Ethics. Violation of the Adult Code of Ethics will result in the removal from any practice, game, or function of SCYF for the entire season.



Communications:

We welcome your ideas, concerns and input at all times. If you have a question or an insight to share, you should begin with the players head coach. If you do not feel that the situation is resolved, you can speak with the Field Commissioner, Asst. Field Commissioner, President, or Vice President of SCYF. Please remember, if you have a complaint, you must be part of the solution.

Attendance:

Attendance at all practices and games is mandatory. Each participant is allowed only 2 unexcused absences from practices. Participants are only allowed 4 unexcused absences total. The only excused absences are:

1. Medical/Injury (with doctors note excused absences can be extended)
2. Academic (with proof of field trip or other school activity)
3. Religious (worship or education)
4. Family emergency (with note excused absences can be extended)
5. Family obligations (vacations)

Another activity in which the player has been involved for several weeks and in playoff/championship (such as baseball)

Playing Time:

Each player should anticipate receiving fair play time according to the MYFL By- Laws.

Handouts:

As a player, you are sometimes given handouts at practice. It is your responsibility to bring them home to your parents, make sure that they read them, if there is an announcement at practice please be sure to pass it along to your parents.

Safety:

Your Child's Safety is our highest priority. The following measures will be followed at all times:

Food and water: It is your responsibility to bring adequate sized water jugs to each practice. Coaches will supply water on game days. Water breaks will be taken as needed, and all players are responsible for picking up their own empty containers.

Conditioning: Conditioning exercises will be a part of each practice and game to ensure that the player is able to keep up with the rigors of the sport.

Equipment: an outside vendor to ensure quality and safety evaluates Helmets. The SCYF Board inspects all equipment prior to the start of the season, if necessary equipment is replaced.

Players are to wear a complete league approved uniform for games. Current year game jerseys or pants are not to be worn during practices. 1 Helmet, 1 set of shoulder pads, 1 pair of game pants, and 1 pair of practice pants, 1 home games jersey, and 1 away games jersey will be provided by SCYF. Each player is responsible for his or her equipment, keep track of it. The cost of maintaining and replacing football equipment is the largest expense for the league. Each player is responsible for the equipment issued to him or her. All equipment must be returned to the league at the end of the season. Treat your equipment in a responsible manner. Equipment maintained properly and in good condition is critical for your safety.

If a player separates from their team before the end of the season, it is the player and parents responsibility to return all equipment issued after it has been cleaned.

Certification: All coaches are USA Football Certified. CDC Concussion Certified and have passed a Background Check.



Registration:

A player will not be permitted to play or attend practice without the proper registration forms filled out and returned to the league. A copy of the player's birth certificate is mandatory to complete the registration process.

Parent Meeting:

A mandatory parent meeting will be held at the beginning of the season. All players' parents new and returning are required to attend. It will be held at Elms Park practice field and it is imperative that all parents attend. The meeting will give you a chance to hear from the coaches, board members and to get vital information regarding the program and schedule.

Board Meetings:

Board meetings are held monthly.

If there is a compliance infraction of the above Code of Conduct, the procedure for remediation will be as follows:

The Head Field Commissioner, Board President, or Vice-President will contact the player, parent, or board member.

The Head Field Commissioner or board member will schedule a time to meet with the coach, player, and board member to discuss the infraction. The meeting will take place as soon as possible after the infraction is incurred.

The Executive Board will evaluate and offer an opinion to the SCYF Board for a Vote – this could result in penalties, expulsion, or suspension from the program depending upon the infraction.

Upon a vote from the SCYF Executive Board, the coach, player, parent or board member will be notified of the Board's position and the appropriate action will be followed.

Continued non-compliance to any of the above stated rules can also result in the suspension and/or permanent expulsion from the league.

Swartz Creek Youth Football, Cheerleading, and Poms ("SCYF") is proud of its tradition of offering programs providing activities in which all individuals are treated equally and fairly. To ensure the continuation of this tradition, the SCYF has established a written policy prohibiting discrimination in and guaranteeing access to all programs and activities run, offered, or supported by the SCYF with regard to any individual's race, color, religion, sex, national origin, age, height, weight, or mental and/or physical disability.

Thank you,

2018 SCYF Board of Directors

Swartz Creek Youth Football, Cheerleading and POMS



Adult Code of Ethics

Swartz Creek Youth Football, Cheerleading, and POMS is a non-profit organization, with the sole purpose of promoting youth tackle football, instructional, competitive, and academic excellence.

These goals cannot be attained without the active participation and cooperation of parents/guardians and other adult volunteers. Due to the increasing violence and rising numbers of abuse incidents in our nation's youth football programs during and after games, the SCYF Board of Directors have unanimously approved a "ZERO TOLERANCE POLICY" (Full Policy located at http://www.swartzcreekyouthfootball.org/forms_files) related to inappropriate behavior at practices, games, and SCYF sponsored activities. The Board feels that league officials, parents, guests and coaches should be proactive in seeking a safe and instructive environment for children without the threat of violence, inappropriate behavior, or vulgar language on the sidelines.

While most inappropriate behavior is obvious, the actions that will not be tolerated include, but are not limited to the following:

- Parents and fans on the field without permission
- Inappropriate language (cussing, swearing, insults, etc.)
- Yelling negative comments at the referees or opposing players
- Antagonizing and/or instigating disagreements with players, parents, or officials
- Trashing fields
- Attending events drunk or smelling of alcohol
- Physical displays of aggression or threats of physical aggression
- Any action that officials or coaches deem to be inappropriate or the individual has previously been asked to stop doing.
- The use of tobacco products, alcohol or drugs at the school, Elms Park or any SCYF function

Any player, coach, official, parent, or fan, participating in inappropriate behavior will be ejected from the game. In cases where the offending party does not leave the area, then the field director in charge will immediately contact the police and request their assistance in having the offender removed. A league report will be filed, and if the same person is ejected twice, they will no longer be allowed to attend SCYF events. Based on the nature of the offense, criminal charges may be filed against the individual. Threats of or physical displays of aggression will be reported to the police. Any ejected person has the right to an appeal hearing by the Board of Directors. All parties involved will be notified and invited to attend the hearing. Every effort will be made to have hearings scheduled within 7-14 days of a written request.

The SCYF hopes these policies will ensure a safe, tolerable environment for your family to be around and your children to play in. Thank you for doing your part to help.



As Parent or Guardian

I hereby pledge to provide positive support, care, and encouragement for my child and other children participating with this program by following this Code of Ethics:

I will encourage and demonstrate by example, the importance of good sportsmanship and positive support for all players, coaches, and officials at all practices and games.

I will place the emotional and physical well-being of my child above my personal desire to win.

I will assist in maintaining an Alcohol, Tobacco and Drug free environment.

I will assist in teaching my child that rules are important and must be followed.

I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.

I understand that verbal and physical abuse is not tolerated against anyone in this organization including profanity and foul language.

I understand that racial epithets or negative communications related to a person/player's race, religion, gender, age, height, weight, ethnicity, or mental or physical disability will not be tolerated.

I will show respect for all officials, coaches, parents, guests and volunteers.

I will not create conflict by slander, malicious rumors, or threats, nor will I entice others to do so. By signing below, I understand that the SCYF has adopted a ZERO TOLERANCE POLICY.

The Full Policy is located at http://www.swartzcreekyouthfootball.org/forms_files

I agree that by signing the Code of Conduct, I accept its rules as guidelines for my behavior as well as that of my immediate family. I understand this applies to all parents/guardians/step-parents/grandparents/etc. of participants. I also understand that it is my responsibility to convey this information to them. I agree that if I or members of my immediate family/friends/etc. fail to abide by Code of Conduct, I will be subject to disciplinary action that could include, but is not limited to, the following: If I violate any of the Code of Ethics it may result in the expulsion of my child's and/or my/our expulsion from any SCYF activity for not less than the balance of the current season, or as determined by the SCYF Executive Board.

Every Parent and Coach must abide by this policy.

Signature: _____ Date: _____

Print Name: _____ Date: _____

Player(s)Name(s): _____



POLICY AGAINST DISCRIMINATION

Swartz Creek Youth Football, Cheerleading, and Poms (“SCYF”) is proud of its tradition of offering programs providing activities in which all individuals are treated equally. To ensure the continuation of this tradition, the SCYF has established a written policy prohibiting discrimination in and guaranteeing access to all programs and activities run, offered, or supported by the SCYF with regard to any individual’s race, color, religion, sex, national origin, or handicap. (under Michigan law, weight, height, familial status, marital status, age and religion are also protected statuses) *In order to facilitate a clearer understanding of this policy, the SCYF has established the following principles:

Non-Discrimination Policy

1. Neither the SCYF nor any person acting on its behalf or in its name will directly or indirectly deny any individual the opportunity to participate in any program or activity run, offered or supported by the SCYF because of that individual’s race, color, religion, sex, national origin or handicap.
2. Neither the SCYF nor any person acting on its behalf or in its name will directly or indirectly refuse or deny any individual any benefit, advantage, facility or privilege involved in any program or activity run, offered or supported by the SCYF because of any individual’s race, color, religion, sex, national origin or handicap.
3. The SCYF will make all readily achievable efforts to remove barriers, which deny, limit or disadvantage individuals with disabilities from full participation in and enjoyment of programs run, offered, or supported by the SCYF. *For purpose of this provision, the term “barriers” includes communication barriers, which limit the opportunities of individuals with sensory disabilities from fully participating in and enjoying the SCYF program and activities. For purposes of this provision, the term ‘disability’ includes any physical or mental disability which substantially limits one or more major like activities; a record of having such an impairment; or being regarded as having such an impairment.

Responsibility for Implementing Policy

Every agent, coach or other individual with authority for supervising participants or otherwise providing services for participants in SCYF activities and programs will be considered responsible for fully implementing this policy and failure to comply with this policy will be grounds for removing such individual from any SCYF programs

Notification Required

Any individual or any parent of an individual who believes that an accommodation or removal of a barrier is required because of an individual’s disability may request such accommodation or barrier removal by notifying the SCYF President in writing of the need for such accommodation or barrier removal. Please include a description of the kind of accommodation and barrier removal thought to be required to permit the individual to fully participate in and enjoy the program, activities, facilities, or privileges of the SCYF.

Complaints for Violation Policy

Any individual who believes that he/she has been discriminated against in violation of this policy may make a complaint by contacting:

Swartz Creek Youth Football, Cheerleading and Poms
PO BOX 484
Swartz Creek, MI. 48473
scyouthfootball@gmail.com



Zero Tolerance Policy

What and Why of Zero Tolerance...

Swartz Creek Youth Football, Cheerleading, and Poms (SCYF) continues to strive for the highest standards of sportsmanship. Every participant; whether player, coach, referee, official, administrator, parent, or spectator, has a responsibility to comply with and support Zero Tolerance and to behave in a respectable manner.

Zero Tolerance essentially means that everyone involved in our football program shall act in a respectful and sportsmanship like manner so that youth football will remain a desirable and rewarding experience for our children. Disrespectful and/or unsportsmanlike conduct will not be tolerated. Loss of self-control is NEVER acceptable.

Education and enforcement begins in the off-season. Our organization plans take a strong stand against Zero Tolerance violations and aggressively enforce stated penalties.

Violators of our program's Zero Tolerance policy will be required to go before our program's Executive Board. The Board will review the incident, and recommend punishment, if necessary, based on the policy below.

Swartz Creek Youth Football, Cheerleading and Poms Zero Tolerance Policy

- I. **Zero Tolerance Classifications (including, but not limited to the following examples)**
 - A. **Class 1** – Conduct which is detrimental to the League. Including, but not limited to, minor abuse or behavior that is witnessed and reported by an adult that reflects poorly upon SCYF and its participants, and/or inappropriate verbal or non-verbal abuse not covered in Class 2 or Class 3 during SCYF related functions and activities.
 - B. **Class 2** - Confrontation or reaction to specific events or triggers during SCYF related functions and activities
 1. Disrespectful, embarrassing, intimidating, hostile disputing or arguing with the decision of an official, coach, administrator, spectator, or player, whether on or off the field;
 2. Obscene or vulgar language or the use of a physical act which is vulgar, obscene, or swearing;
 3. Encouraging abusive or unsportsmanlike behavior in any player, coach, official, or spectator;
 4. Taunting or ridiculing of officials, coaches, players, administrators, or spectators;
 5. Throwing of any object directed at a person, in the playing field (including sideline bench area), or as to create the potential of a safety hazard or issue;
 6. Intentional physical contact using the body or hands;
 7. Not stopping Zero Tolerance conduct once advised to do so;
 8. Not voluntarily leaving a park once advised to do so by any official or administrator;
 - C. **Class 3** - Complete loss of self-control during SCYF related functions and activities
 1. Physical violence or fighting, or abusive physical contact while the person is upset or angry;
 2. Threats of any nature;
 3. Returning to the field or park after being ejected;
 4. Any actions that require the use of third parties to control the conduct or situation, such as coaches, referees, or League personnel;



II. Zero Tolerance Penalties

A. General

1. Penalties listed are minimum and may be more severe, as in the case of aggravating circumstances or multiple offenses, or may remain at minimum if there are mitigating circumstances
2. Suspensions and any appeals must comply with Section E below.

B. Classifications

1. Class 1 Violation

- a) Attend meeting with SCYF Rules and Ethics Committee.
- b) A warning may be issued depending on severity and Committee findings.

2. Class 2 Violation

- a) 1st occurrence - Minimum suspension 1 game; 2 games for those in official capacity (Referee, coach, manager, etc.)
- b) 2nd occurrence - Minimum suspensions at least doubled (2-4 games, as above)
- c) 3rd occurrence - Minimum 30 day suspension

3. Class 3 Violation

- a) One-year minimum suspension.

III. Swartz Creek Youth Football's Responsibilities

A. Define Zero Tolerance Policy/ Code of Conduct

1. These SCYF Zero Tolerance policies are the MINIMUM of acceptable policies.
2. Provide a Code of Conduct for coaches, parents, and players

B. Have a Rules and Ethics Board understanding, which enforces Zero Tolerance

C. Education

1. Mandatory pre-season meeting(s) for parents, players, coaches, Board members to define and explain:
 - a) Zero Tolerance Policy, Rules, Definitions, and Classifications
 - b) The absolute requirement to comply with Zero Tolerance policies
 - c) Penalties/Disciplinary Action
2. Signed Code of Conduct for every parent, player, coach, and Board member must include:
 - a) The Zero Tolerance Policy and Code of Conduct of your organization
 - b) Zero Tolerance classifications and minimum penalties chart

D. Enforcement

1. SCYF has the ultimate organizational responsibility and authority to enforce Zero Tolerance penalties, including the enforcement that all persons associated with our organization comply with the Zero Tolerance Policies
2. Steps in filing process
 - a) SCYF Zero Tolerance Violation must be brought to a Board Member's attention in writing.
 - (1) Any person can submit a Zero Tolerance concern/complaint.
 - (2) Board members have a responsibility to enforce Zero Tolerance policy at all times
 - b) Hearing, when required, before the appropriate Rules & Ethics Committee.

E. Appeals

1. Appeals of any SCYF's Rules & Ethics Decision are appealable to the SCYF's Board
2. Decisions of the Board of Board Member's will be considered final.

F. Documentation to be kept on file

1. Record of all reported Zero Tolerance incidents
 - a) Every reported incident must have completed Zero Tolerance Violation and Disposition/Action Taken forms on file



Swartz Creek Youth Football, Cheer and Poms

PO Box 484
 Swartz Creek, MI 48473
www.swartzcreekyouthfootball.org

Class	Examples of Behavior	Penalties
Class 1	Conduct detrimental to the League.	A warning may be issued depending on severity.
	Inappropriate verbal or non-verbal disrespectful behavior not covered in Class 2 or Class 3	
Class 2	Open disputing or arguing with the decision of an official, coach, administrator, spectator, or players	1st Violation Minimum suspension 1 games; 2 games for those in official capacity (Board member, Coach, Referee, etc.
	Obscene or vulgar language or the use of a physical act which is vulgar or obscene, or swearing	
	Visual or verbal sign(s) of dissatisfaction with any official, coach or administrator's decision	2nd Violation Minimum suspensions at least doubled (2-4 games, as above)
	Encouraging disrespectful or unsportsmanlike behavior in any player, coach, official, administrator or spectator	
	Taunting or ridiculing of officials, coaches, players, administrators, or spectators	3rd Violation Minimum 30 day suspension
	Throwing of any object directed at a person, in the playing area (including the sideline bench area), as to create the potential of a safety hazard or issue	
	Not stopping Zero Tolerance conduct once advised to do so	
	Not voluntarily leaving a field/park once advised to do so by any official or League personnel	
Class 3	Complete loss of self-control	1 year minimum suspension
	Physical violence, fighting, or physical contact while the person is upset or angry	
	Threats of any nature	
	Intimidation	
	Returning to field/park after being ejected	
	Any actions that require the use of third parties to control the conduct or situation, such as league personnel, coaches, or other parent.	
	Any other loss of self-control	



IV. Individual Responsibilities

A. General

1. All individuals must comply with the Zero Tolerance Policies, by-laws, rules, regulations, and policies of Swartz Creek Youth Football.
2. In addition, the following are some specific areas of responsibilities
 - a) Coaches
 - On-field tolerance issues;
 - Mutual respect of officials, coaches, and opposition;
 - Strict control of players both on and off the field once and when engaged in SCYF organized activities;
 - b) Player
 - Strict and complete self-control both on and off the field once and when engaged in SCYF organized activities;
 - Mutual respect of officials, coaches, and opposition;
 - c) Parent
 - Mutual respect of officials, coaches, players, opposition, parents, and spectators;
 - Absolute self-control when engaged in SCYF organized activities;
 - Work with officials, coaches, and League to assure a positive experience for all;



Standard Operating Procedure Complaints Hearings and Appeals

Complaints of Rule Violations:

All complaints of Violations of Rules will be directed to the Head Field Commissioner (HFC) and Executive Board for investigation.

Complaints against Board of Directors:

All disputes, disagreements, or complaints with any board of director will be given to the office of the President to investigation.

Complaints against the President:

All disputes, disagreements, or complaints with the president will go to the board of directors for investigation.

Complaints against the Head Field Commissioner (HFC):

All disputes, disagreements, or complaints with the HFC will go to the board of directors for investigation.

Complaints against the Assistant Field Commissioner (AFC):

All disputes, disagreements, or complaints with the AFC will go to the board of directors for investigation.

Complaints against Coaches:

All disputes, disagreements, or complaints with any coach on a team will first be addressed to the Head Coach of that team. If the Complaint, dispute, or disagreement is with the Head Coach, it will be addressed first to the Head Coach that it is with. Absent a satisfactory resolution of the Complaint, Dispute, or Disagreement with the Complaining Party may take the matter up to the HFC. The nature of the Dispute, Disagreement, or Complaint must be stated in writing, including any and all particulars such as date of situation, nature of the problem, attempts to resolve with the Head Coach, date of attempt to resolve with the Head Coach, and outcome of the attempt to resolve with the Head Coach.

Upon the HFC receiving, in writing (includes an email), and explanation of the situation the HFC and Executive Board will meet, by telephone or in person or both, with the Complaining Party. The HFC, if he is unable to resolve the dispute at the initial meeting, may have the parties meet with the Head Coach and/or coach in the Board presence or the HFC may meet with the Head Coach. If it is deemed necessary by the HFC to meet with the assistant coach the Head Coach is to be present as well. The HFC may meet with witnesses.

If the matter is not satisfactory resolved then the Complaining Party may bring the matter by submitting the particulars of the dispute, dates, resolution attempts, resolution ideas, why the resolution ideas were not acceptable, to the Board President for final determination. The president may, bring the matter before the Executive Board, if he/she requires more input.



The Executive Board will listen to the issue, may if needed, bring the coach, head coach, and complaining party and any witnesses to the Executive Board and issue a recommendation of action to the President. The President may or may not follow the recommendation. The President, if the matter is not one he/she feels should go to the executive board, may discuss the matter with the complaining party, head coach, coach, witnesses. The President's decision is the final resolution of the situation.

Complaints against Players:

An assistant coach may not discipline a player with punishments that extend outside the practice field. A head coach may discipline a player with punishments that extend outside the practice field. If an assistant coach feels the player's conduct is so egregious to require punishment, such as: missing game(s), suspension, termination from the association, then the matter is to be turned over to head coach. The assistant coach is to notify the head coach of the problem and suggested resolution. The head coach is to meet with the alleged offending player, and if it is determined the punishment is greater than suspension from the team for one week, the head coach must meet with the parent to explain the situation. If the punishment includes missing a game, then the head coach must meet with the parent of the child. Any suspension requires notification to the HFC, and Assistant Field Commissioner.

Complaints against Parents or Spectators:

SCYF has the ultimate organizational responsibility and authority to enforce Zero Tolerance penalties, including the enforcement that all persons associated with our organization comply with the Zero Tolerance Policies. SCYF Zero Tolerance Violation must be brought to a Board Member's attention in writing. Any person can submit a Zero Tolerance concern/complaint to the HFC, AFC, Board President Vice President. Board members have a responsibility to enforce Zero Tolerance policy at all times. Complaint will be reviewed as to determine action taken. If the parent/spectator who is involved and disciplined by the HFC is not satisfied with the outcome of the HFC's decision, he may appeal the matter to the Board. He/She may do so by writing or by speaking with the Board President or Vice President. Upon receiving an appeal by a Parent/Spectator, the Board must investigate the matter. The president may bring the matter before the Executive Board, if he/she feels outside input is required. The Executive Board will listen to the issue, may if needed, bring the team head coach, and complaining party and any witnesses to the Executive Board and issue a recommendation of action. If necessary law enforcement will be contacted.

The Board ruling is final.



Rule Violations by Coaches:

If a coach or head coach violates any rules of SCYF or the Metro Youth Football League, the matter is to be taken to the HFC and Asst. Field Co. who will review the situation and issue their decision on the outcome. The matter will be resolved in the best interest of the players and the association, as well as considering the goal of keeping coaches and helping them become better coaches and role models. The HFC and Asst. Field Co. may assist the coach by requiring further education. The following activities will result in the immediate loss of the coaching position: striking a fellow coach, fighting (except in self-defense), striking a player (tap on the behind, shoulder or helmet is not considered a strike).

If the Coach who is disciplined by the HFC is not satisfied with the outcome of the HFC's decision, he may appeal the matter to the Board. He may do so by writing or by speaking with the Board President or Vice President. Upon receiving an appeal by a coach, the Board must investigate the matter. The President may bring the matter before the Executive Board, if he/she feels the need for further input. If the Executive Board is involved the HFC is not permitted to be involved on this issue and is excluded. The Executive Board will listen to the issue, may if needed, bring the Coach, Head Coach, and Complaining Party and any witnesses to the Executive Board and issue a recommendation of action to the President and Vice President. The President may or may not follow the recommendation. The President, if the matter is not one he/she feels should go to the executive board, discuss the matter with the complaining party, head coach, coach, witnesses.

The Board ruling is final.

*If a determination is made that an individual has maliciously filed a false complaint against a Coach, Parent, Field Commissioner, Spectator or Player, the Board of Directors, may at its discretion, expel the individual for the remainder of the season.



Grievance Policy

1. A grievance may be lodged by any person for any violation of the Swartz Creek Youth Football, Inc.'s (SCYF) Code of Conduct or for any violation of local, state, or federal law. For a copy of the SCYF Code of Conduct, see http://www.swartzcreekyouthfootball.org/forms_files
2. No grievance will be accepted from any person who: (i) fails to observe the SCYF's mandatory 24 hour cooling off period prior to speaking to a coach, SCYF or league official about a grievance, (ii) is acting in violation of the SCYF Code of Conduct, (iii) has engaged in any threatening, abusive or harassing conduct, including verbal abuse, (iv) has failed to seek to bring the matter to the attention of the team coach, or appropriate Field Commissioner after the expiration of the mandatory cooling off period, (v) fails to file the written notice of protest within two weeks of the incident in question.
3. No grievance will be accepted that seeks to challenge coaching decisions. For this purpose a coaching decision includes, but is not limited to: playing time, position assignments, starting assignments and football strategy. Playing time in games is directly influenced by the player's demonstrated commitment as outlined in the applicable SCYF Parent Handbook (see http://www.swartzcreekyouthfootball.org/forms_files)
4. A valid grievance must be in writing, explain the nature of the grievance, the circumstances, and indicate the specific provision of the SCYF Code of Conduct that was violated using the SCYF Notice of Conduct Violated form (attached). A person who files a grievance must identify all witnesses. The person accused will have an opportunity to respond to the allegations and should use the SCYF Notice of Protest form to present their view of events. Witnesses may also be asked to complete the form.
5. A valid grievance must be signed by a parent, coach, or player and submitted to the appropriate Board member.
6. The applicable Field Commissioner will oversee the initial grievance review process. He or she will receive and review any grievance filed, notify the other party involved, provide the other party with an opportunity to respond to the allegations, contact any witness(es) for input, ensure the entire SCYF Board of Trustees is promptly informed, communicate any update on the status of the grievance under review to the relevant parties (i.e. the entire SCYF Board of Trustees, the person filing the notice of protest and the person alleged to have violated the SCYF Code of Conduct) and report to such parties any resolution or outcome of the investigation as determined in accordance with the provisions of this policy that follow. The expected time to review a grievance is 1-2 weeks, assuming all parties are prompt and forthcoming. In the event of concern for physical safety, a more expedient process will be necessitated, which may include, without limitation, a special meeting of the SCYF Board of Trustees to address the matter.
7. If the applicable Field Commissioner is a party to the grievance, then the President or Vice-President will substitute for the Field Commissioner.
8. The person filing the notice of protest will be notified regularly of progress of the investigation.



9. Details of the grievance are not to be discussed with anyone other than members of the SCYF Board of Trustees and the party(s) directly involved in resolving the grievance. This means allegations of wrongdoing should be kept confidential so as to avoid gossiping and rumors. To the extent possible, the SCYF Board of Trustees wants its investigation to be based solely upon the facts of a particular situation.

10. The applicable Field Commissioner and the SCYF President, acting together, will attempt to resolve the grievance amicably, to the mutual satisfaction of all interested/affected parties and in the best interests of the SCYF. All decisions of the applicable Field Commissioner and the SCYF President are subject to the review and approval of the SCYF Board of Trustees. The SCYF Board of Trustees in its discretion may intervene to review and decide any matter. Any interested/affected party may request the matter be reviewed and decided by the SCYF Board of Trustees.

11. Upon the request of any interested/affected party or the SCYF Board, or if the matter is not otherwise resolved, the applicable Field Commissioner and the SCYF President will present the findings and their recommendation for resolving the matter to the SCYF Board.

12. The SCYF Board may accept the recommendation of the applicable Field Commissioner and/or the SCYF President or may decide that it is in the best interests of the SCYF to resolve the matter in any other manner.

13. Decisions of the Board are final and will be communicated in writing to the party(s).

14. Failure to conform to the SCYF Code of Conduct while attending, coaching, officiating, participating in or watching an SCYF event (game, practice etc.) as a parent, coach, sibling, friend, relative or any member of the community will be subject to disciplinary action, including but not limited to the following in any order or combination:

- A. Verbal warning issued by an official, head coach, SCYF official, or authorized league representative
- B. Written warning
- C. Game suspension or immediate ejection from game or other event
- D. Suspension from multiple games or other events
- E. Game forfeit determined by official, coach or SCYF official
- F. Season suspension or multiple season suspension issued by an SCYF official or authorized league representative
- G. Warning or suspension issued by an authorized representative of MYFL or any other league organization of which the SCYF is a member and who's Code of Conduct governs the SCYF
- H. Expulsion from the SCYF program.