



## **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](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](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(s) 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.



## Swartz Creek Youth Football, Cheer and Poms

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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.



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### Code of Conduct Violation Form

On \_\_\_\_\_, I \_\_\_\_\_, witnessed,  
Date Your Name

\_\_\_\_\_ violated the SCYF Code of Ethics:  
Person(s) committing offense

Offense	Parent, Spectator, Coach, or Official Behavior	Explanation of Offense
	Parents and fans on the field without permission	
	Inappropriate verbal or non-verbal disrespectful behavior	
	Open disputing or arguing with the decision of an official, coach, administrator, spectator, or players	
	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	
	Encouraging disrespectful or unsportsmanlike behavior in any player, coach, official, administrator or spectator	
	Taunting or ridiculing of officials, coaches, players, administrators, or spectators	
	Throwing of any object directed at a person, in the playing area (including the sideline bench area)	
	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	
	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 other loss of self-control	

Received by:

\_\_\_\_\_

Board Member Name, Signature, and Date