



P.O. Box 230363 | Tigard, Oregon 97281

TIGARD YOUTH FOOTBALL GRIEVANCE POLICY AND PROCEDURE

Tigard Youth Football (TYF) as a mission gives the youth in our community the opportunity to play organized contact football, in order to promote the ideals of teamwork, good sportsmanship, good citizenship, and honorable character. The personal conduct of the Board of Directors, Coaching Staff, Members, Players, Parents, and any other participants at Tigard Youth Football activities and functions are expected to promote the mission, and abide by all of the behaviors normally associated with such ideals (e.g. Case for Ethics, Integrity, etc. of NFHS).

Tigard Youth Football, as an association, has a strong position against any conduct which the Board deems unbecoming of the ideals of teamwork, good sportsmanship, good citizenship, and honorable character. To that end, upon any report to any Coach or Board Member by an eye-witness of personal misconduct demonstrated by any individual(s) participating in a Tigard Youth Football activity/function of any behavior which defies such ideals, in the Board's sole opinion, will be subject to disciplinary action including temporary or permanent suspension or dismissal from the association. All board decisions will be final and binding.

- 1.) All Head Coaches for Tigard Youth Football will be required to review this policy with their players and player's parents at the first Team Practice annually. A copy of this policy along with an acknowledgment of receipt will be included in all pre-registration packets. The acknowledgment must be returned by Official Registration.
- 2.) Immediately upon witnessing or receiving an eye-witness report of improper conduct of any of the parties aforementioned, the person taking the report will contact the associated Coach(es) and/or the nearest Board Member.
- 3.) The individual receiving the report will take immediate action to remedy situation at hand (e.g. if there is improper conduct on the field or in the game that must be immediately addressed). Coaches and Board members have the right to require an individual to leave the premises if deemed necessary to gain immediate control of the situation. If the issue of concern involves a Coach or a Board Member, the party should notify the TYF Board President or Vice President immediately for follow-up.
- 4.) Once there is assurance that the immediate situation is under control, a written report must be filed with the TYF Executive Grievance Committee, as appointed by the Board, within 3 days of the event. Reports should be completed on the TYF form labeled "TYF Grievance Form".
- 5.) Once in receipt of a written report, the TYF Executive Grievance Committee will be required to take the following steps:
 - A. Personally interview the involved parties within one week of the report.
 - B. Upon reviewing the complaint and evidence, the Executive Committee will make a determination of the proper action to be taken. (It is strongly recommended that discipline include a verbal warning for the first offense, then written warning for a second offense, prior to consideration of expulsion from the association.)
 - C. Within the same week following the report, the TYF Executive Grievance Committee must convene with the Board of Directors.
 - D. In certain cases, it is understood that the Board may consider an act so egregious as to warrant suspension or expulsion from the association. If such is deemed inappropriate action, the Executive Committee will convene a special Board meeting within 48 hours, review the case with the Board, and the attending Board Members will be required to vote to support such course of action
 - E. Where suspension or expulsion is considered, the Executive Committee will present the case to the Board and recommend the discipline with the complete explanation/justification.
 - F. The Board will discuss and vote on the action to be taken. The Board vote must be a majority of a 2/3 quorum of all Board members currently holding Board positions at the time the incident occurred. All such Board meetings will be closed to the public unless the Board agrees otherwise.
 - G. If the Board is unable to achieve a majority vote, the Board will default to the action that is recommended by the Executive Grievance Committee and this will be regarded as the Board's final decision and will be binding.

- H. The Board will determine how the party involved will be notified and follow up will occur within 24 hours of the Board's decision. The President will notify all named parties as to the final decision within 48 hours of the special Board meeting.

At no time should this policy or procedure and/or any associated decision of any kind be understood to conflict with the Tigard Youth Football's Bylaws, which are the foundation of the organization.

Failure of any of the association officials (e.g. Coaches or Board Members) to act on this procedure in a timely manner could result in immediate dismissal from their position within the association. Possible temporary suspension or permanent expulsion from the association, at the sole discretion of the Board of Directors, may be warranted.

Tigard Youth Football wants to know about all the misconduct of coaches, parents, and/or players. If you are witness to an incident and do not want to file a grievance but still want to make the board aware of the event, please call a Board Member or the Sr. or Jr. Coach of Coaches so that a verbal report can be made.



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GRIEVANCE ACKNOWLEDGMENT

I certify that I have read the Tigard Youth Football Grievance Policy and Procedure, and agree to abide by the policy as set forth in the mission to promote the ideals of teamwork, good sportsmanship, good citizenship, and honorable character.

Parent or Guardian Printed Name

Parent or Guardian Signature

Date