



PETALUMA PANTHERS YOUTH FOOTBALL AND CHEER GRIEVANCE POLICY

The mission of Petaluma Panthers Youth Football and Cheer is to provide the youth of Petaluma and surrounding communities an opportunity to develop successful lifelong skills. Through participation in football and cheerleading, your football players and cheerleaders will learn the importance of sportsmanship, respect, teamwork and leadership skills with an emphasis of maintaining academic excellence. The personal conduct of the Board of Directors, Coaching Staff, players, parents, and any other participants associated with Petaluma Panthers activities and functions are expected to promote the mission, and abide by all the behaviors normally associated with such ideals (e.g. Code of Ethics, Integrity, etc. of NFHS).

Petaluma Panthers Youth Football and Cheer, as an association, maintains 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 Board Member or Coach by an eye-witness of personal misconduct demonstrated by any individual(s) while representing the Petaluma Panthers Youth Football and Cheer, 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 Petaluma Panthers Youth Football and Cheer are required to review this policy with their players and players parents at the first team practice annually. A copy of this policy along with an acknowledgment of receipt will be included in all registration packets. The acknowledgment must be returned at or before the date of the official registration.
2. Immediately upon witnessing or receiving an eye-witness report of improper conduct of any of the parties, the eyewitness is to contact the nearest Board Member or Coach, so the report can be recorded.
3. The Board Member receiving the report will take immediate action to remedy the situation at hand (e.g. if there is improper conduct on the field or in the game that must be immediately addressed). Board members and Coaches 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 Board member or Coach, the party should notify Petaluma Panthers Youth Football and Cheer 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 Petaluma Panthers Youth Football and Cheer Board, within three days of the event. Reports should be completed on the Petaluma Panthers Youth Football and Cheer Grievance Form located on the website under forms.
5. Once receipt of a written report is received, the Petaluma Panthers Youth Football and Cheer Board will be required to take the following steps:
 - a. Personally, interview the involved parties within one week of the report.
 - b. Review the complaint and any pertinent evidence.
 - c. Determine and recommend proper action to be taken.
 - d. Board President, Vice President, Athletic Director, and/or Cheer Director will meet with the involved parties to execute the action to be taken.
6. In certain cases, it is understood that the Board may consider an act so egregious as to warrant suspension or expulsion for the association. If the Executive Board deems it appropriate to pursue this course of action the Executive Board will convene a special Board meeting within forty-eight hours, review the case with the Board, and the attending Board members will be required to vote to support such course of action.
 - a. Where suspension or expulsion is considered, the Executive Board will present the case to the Board and recommend the discipline with the complete explanation/justification.
 - b. 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.
 - c. If the Board is unable to achieve a majority vote, the Board will default to the action that is recommended by the Executive Board and this will be regarded as the Board's final decision and will be binding.
7. The Board will determine how the party involved will be notified and follow up will occur within twenty-four hours of the Board's decision. The board President will notify all named parties as to the final decision within forty-eight hours of the special Board meeting.

At no time should this policy and/or any associated decision of any kind be understood to conflict with the Petaluma Panthers Youth Football and Cheer bylaws, which are the foundation of the organization.

Failure of any of the association officials 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 Executive Board, may be warranted.

Petaluma Panthers Youth Football and Cheer wants to know about all misconduct of coaches, parents, and/or players. If you witness an incident and do not want to file a grievance but still want to make the Board aware of the event, please contact the Athletic or Cheer Directors so that a verbal report can be made.

Grievance Receipt and Acknowledgment

I, _____ parent of _____
certify that I have read the Petaluma Panthers Youth Football and Cheer Grievance Policy, 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 Signature Date