



## CAPE YOUTH FOOTBALL ASSOCIATION, INC.

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### **Standard Operating Procedures** **Dismissal of a Coach**

#### **Purpose**

It is the policy of the Cape Youth Football Association (CYFA) that all rostered coaching and team staff (Head Coaches, Assistant Coaches, Equipment managers, Trainers, Team Parent, or Student Demonstrator) be actively involved in the daily operation of the team they are registered. Active participation includes communication, attendance and meeting the needs of the team. Failure to be actively involved with the daily operations of the team may be grounds for immediate dismissal from the team.

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#### **Procedure**

1. All rostered coaches and team staff are required to attend all team events, including (but not limited to) practices, games and fundraising events. In the event of three consecutive unexcused absences, any coach/team staff may be removed from the team by the Head Coach with documented approval of the Athletic Director/Cheer Coordinator and/or the League President.
2. Additional grounds for immediate dismissal of coaches/team staff from their position by the Athletic Director/Cheer Coordinator and/or the League President may include:
  - Knowing participation in any violation of Pop Warner National, Regional, League or Association policy or federal, state or local laws.
  - Any act or written or verbal communication that represents CYFA in a negative light.
  - Theft.
  - Sexual Harassment conducted by any CYFA member.
  - Failure to pass background check.
  - Any act of violence or abusive treatment of an athlete, coach, CYFA member or community member.
  - Misrepresentation of self or Association while carrying out CYFA business.
  - Gross insubordination toward CYFA members without just cause.
  - Creating a hostile or offensive environment.
  - Intimidation.
  - Incompetence or unsatisfactory performance of assigned tasks/duties.
  - Falsification of information.
  - Violation or failing to adhere to the standard protocols regarding eligibility requirements or protecting the health/safety/welfare of athletes from discrimination, hazing, sexual harassment, or abusive treatment by those within the organization.
  - Conviction of or pleading guilty to felony criminal charges or to any misdemeanor crime against minors.
  - Failure to adequately supervise assistant coaches, volunteer coaches, or other athletics personnel resulting in their violation of any of the above-stated duties.
3. Any member of the BOD can motion for the removal of a coach with just cause by submitting an official written CYFA Complaint Form to the League President. If the League President is the accused, then the complaint will be submitted to the next in chain of command. The complainant can then present a case as to why the coach should be removed. Additionally, the accused coach will be given the opportunity to defend themselves and present their case to the BOD.
4. A 2/3 majority vote is required to remove any CYFA members outside of the immediate removal rights of the AD/CC or President.