



**2023**

**Parent Handbook  
Updated 5/19/2023**

# Hughson Youth Football and Cheer

## MISSION STATEMENT

It is the mission of the HYFC to challenge boys and girls to choose a lifestyle of excellence by using their talent to achieve the highest standards of sportsmanship in football and cheerleading as possible. This is accomplished while promoting healthy managed sports training and physical development combined with a focus on maximizing self-esteem and character by teaching the boys and girls life skills in the areas of teamwork, leadership, discipline, integrity, maturity, goal setting and cooperation.

## 2023 Executive Board

President-	Liz Dayton
Vice President-	Micheal Walker
Secretary-	Marci Couch
Treasurer-	Anthony Vergara
Cheer Coordinator-	Danielle Little
Assistant Cheer Coordinator-	Marci Couch
MVFL League Representative-	Marci Couch
Parent Liaison-	Liz Dayton, Mike Walker
Sergeant at Arms-	Serigo Jimenez
Fundraising Coordinator-	Adam Merryman
Concessions Coordinator-	Cheree Hill
Assistant Concessions Coordinator-	April Ehlers
Event Coordinator-	Corinne Bynum
Merchandise Coordinator-	Sarah Perry
Sponsorship Coordinator-	Billy Foley
Volunteer Coordinator-	Cheree Hill
Equipment Manager-	Jake Loveland
Member at Large-	Nicole Ecker, Sam Fullen

## 2023 Coaching Staff

-All head coach applications are due by May 15, 2023. HYFC Board to vote on Head coach on May 16, 2023.

-Assistant coach applications due May 31, 2023 and Head coach will review and choose assistant coaching staff by June 1, 2023.

-Once coaching staff is determined a \$20 background check fee will be due in order to obtain mandated background checks.

### Football Head Coaches TBD May 2023

Junior Novice	Adam Merryman
Novice	Serigo Jimenez
Junior Varsity	Jake Loveland
Varsity	Sam Fullen

### Cheerleading Head Coaches TBD May 2023

Junior Novice	TBD
Novice	Candace Mc Garth
Junior Varsity	Raeanne Brown
Varsity	TBD

# HYFC IMPORTANT DATES

**5/21/23** Cheer Fitting location and time TBD. All cheer fees are due. Volunteer deposit due by a separate check.  
**Cheerleader (all levels)** \$400 participation fee —> \$100 down payment per player at registration = balance of \$300 per player

**TBD** Football equipment handout time TBD at Lebright fields by our equipment shed. All football fees are due. Volunteer deposit due by a separate check.  
**Football Player (all levels)** \$300 participation fee —> \$100 down payment per player at registration = balance of \$200 per player

**\*\*\*Volunteer Deposit To be collected at football equipment hand out or cheer uniform fittings.\*\*\***

Volunteer Deposit checks are separate from participation down payment fees. Volunteer deposit checks will not be cashed until the end of the season, if volunteer hours have not been fulfilled or football equipment is not turned in. Once hours have been completed and football equipment has been turned in at the end of the season, checks may be given back to parent/guardian or shredded.

-Volunteer Deposit is \$200 for one player/participant and \$250 for multiple players/participants.

-Volunteer hours are eight hours for one player and ten hours for multiple players/participants.

## JULY

22nd HYFC Annual Cornhole Tournament

**24TH** Practice Starts- 6pm-8pm. Location: Starn Park

TBD CHEER CAMP

**\*GAME DAY SCHEDULE \*subject to change\***

**Jamboree: 08/12/2023 @ Sonora \*Time TBD**

**Week 1: 08/19/2023 @Hughson**

**Calaveras VS Hughson**

**Week 2: 08/26/2023 @Amador**

**Hughson VS Amador**

**Week 3: 09/02/2023 @Hughson**

**AMA VS Hughson**

**Week 4: 09/9/2023 @Hughson**

**Linden VS Hughson**

**Week 5: 09/16/2023 @ El Dorado \* HHS Homecoming 9/15\***

**Hughson VS El Dorado**

**Week 6: 09/23/2023 @ Tuolumne**

**Hughson VS Tuolumne**

**Week 7: 09/30/2023 @Hughson \*HYFC Homecoming\***

**Sonora VS Hughson**

**Week 8: 10/07/2023 @Escalon**

**Hughson VS Escalon**

**Week 9: 10/14/2023 @Waterford**

**Hughson VS Waterford**

**1<sup>st</sup> Round Playoffs: 10/21/2023**

**2<sup>nd</sup> Round Playoffs: 10/28/2023**

**Superbowl: 11/4/2023**

**Game Start Times:**

**2PM/4PM/6PM**

## GENERAL INFORMATION

### Refunds:

- HYFC will not issue refunds.

### Game Admission Fees (Regular, Post, Superbowl):

Adults	\$5.00
Seniors	\$3.00
Children 6 to 12 years old	\$3.00
Children under 6	FREE
Military/Veteran (Military ID required)	FREE

### Ice Chests/Outside Food or Drink:

1. No ice chests will be allowed into any game except TEAM ice chests. Ice chests will hold team drinks and snacks.
2. No outside food or drinks.

### Gates:

- Gates will open 1 1/2 hours prior to game time. Unauthorized parents/ visitors are not permitted to enter gates prior to this time to set up pop-ups or reserve seating. All entrance times will be posted online for games and announced at the rally on Thursday night for home games.
- **\*\*ALL UNAUTHORIZED ATTENDEES THAT ENTER GATE PRIOR TO OPEN TIME TO RESERVE SEATING WILL HAVE ITEMS REMOVED FROM STANDS AND VIOLATORS WILL BE REMOVED FROM EVENT FOR THE REMAINDER OF THE DAY.\*\***
- HYFC board members and authorized volunteers are only people able to enter the gate prior to opening times.

### Side Lines Access:

Per MVFL rules, only referees, medics, chain gang, players and coaches with badges are allowed on the field on game day. No unauthorized presence is allowed on the field or sideline during the game. Those without badges will be immediately removed from the field. This will be enforced. A HYFC Board approved photographer may be on field/sideline during the game.

## **Volunteer Work:**

HYFC relies on the efforts and assistance from all volunteers for the success of our program. If you are able to assist please contact the HYFC Volunteer Coordinator. Below is a list of areas where you are able to assist.

- Set-up/Clean-up during home games
- Chain Gang
- Concessions/ Snack bar
- Score Board Operation/Spotter/ Announcer

All communication/ notifications between coaches, players and parents will be through Groupme or Teamsnap links to be sent to parents prior to the season. Any alternate communication methods must be approved by the HYFC Board.

### **Website:**

<http://www.hughsonyouthfootballcheer.org>

### **Email:**

[hughsonyouthfootballcheer@gmail.com](mailto:hughsonyouthfootballcheer@gmail.com)

### **Facebook:**

**Hughson Huskies Youth Football and Cheer**

### **Instagram:**

**hughsonyouthfootballcheer**

## **PRACTICE**

Practice will begin on July 24, 2023. Practices are scheduled Monday thru Friday at Starn Park for the first three weeks. After the first league game, practices will fall to three nights per week (Tuesday, Wednesday, Thursday).

All normal practices will run from 6:00pm-8:00pm. \*Practices are subject to change by HYFC board approval, notifications will be sent out via email, social media and via teamsnap or groupme.

**Conditioning:**

- The first week of practice is conditioning only.
- Athletes should dress in comfortable attire for physical fitness,
- All athletes (Football & Cheer) are required to complete the minimum of 10 hours of conditioning

**Practice Rules:**

- Athletes need to bring plenty of water to all practices and continuously hydrate all season long
- No texting or phone calls during practice
- \*Only athletes, coaches, assistant coaches, junior coaches and board members are allowed on the practice field during the hours of 6:00pm-8:00pm. Parents are encouraged to provide positive reinforcement for all athletes.
- All players' water bottles and equipment is to be kept in a designated area determined by the head coach, not with parents.

**Practice Breakdown Starting July 24th**

Practice starts Monday July 24th @ Le bright and Starn Park. 6-8PM  
\*practice location for each level will be determined closer to practice date\*

Week 1-2: Monday thru Friday  
Week 3: Monday thru Thursday  
Jamboree on Saturday 8/12  
Week 4: Monday thru Thursday  
First game Saturday 8/19  
Week 5 thru 9: Tuesday thru Thursday  
Games on Saturday

\*Dates and Times are subject to change\*



## **PARTICIPATION RULES**

**WHEN SIGNING YOUR CHILD UP FOR HYFC YOU AGREE TO ABIDE BY THE BYLAWS, RULES AND CODE OF ETHICS/CONDUCT SET FORTH BY HYFC AND MVFL. ANY GRIEVANCES SHALL FOLLOW THE PROCEDURE BELOW.**

### **FOOTBALL:**

#### **Attendance & Absences during conditioning:**

**\*\*\*During the first 3 weeks of conditioning if a player has 2 or more unexcused absences. The player will be dropped from the roster no refund will be issued. An excused absence must be emailed to the board 3 days prior to absence unless the child is ill. If a player is ill, notification is required prior to practice start time. All notification is to be sent via email to [hughsonyouthfootballcheer@gmail.com](mailto:hughsonyouthfootballcheer@gmail.com). Any notification after practice starts will result in an unexcused absence. \*\*\***

**Attendance will be taken by the coaches and given to the board. Players should arrive to practice early and be suited up prior to 6PM.**

#### **Attendance & Absences after Jamboree:**

**All Players:** Attitude and attendance at practices have an essential effect on your playing time. Absences will affect playing time as follows:

- One missed practice means the player will not be eligible to play until the second quarter
- Two or more missed practices in a week means the player must dress in uniform and stand on the sidelines to support their team but they will not participate
- Players that are not eligible to play due to code of ethics violations will be subjected to the same rules as determined by the MVFL board.

## **Mandatory Play Rules:**

**Jr. Novice** minimum of 10 plays

**Jr. Varsity** minimum of 6 plays

**Novice** minimum of 8 plays

**Varsity** minimum of 4 plays

- If practices are missed, minimum play rule goes down by one
- If no practices are attended, player will not be allowed to suit up
- Players not participating for medical or disciplinary reasons will not suit up in equipment for the game. They will need to wear their jersey while on the sideline.
- If the team roster is 25 players or more, the mandatory play rule is reduced by half, except for Jr. Novice
- See MVFL rules for more details.
- All football players must wear a mouthpiece. Mouth pieces must not be clear or white
- No tinted face shields are allowed, clear only
- If a player wears glasses they must wear a face shield

## **Game Day:**

Coaches will advise players at the expected time to arrive for weigh-in/warm ups

## **CHEER:**

### **Attendance & Absences during conditioning:**

**\*\*\*During the first 3 weeks of conditioning if a player has 2 or more unexcused absences. The player will be dropped from the roster no refund will be issued. An excused absence must be emailed to the board 3 days prior to absence unless the child is ill. If a player is ill, notification is required prior to practice start time. All notification is to be sent via email to [hughsonyouthfootballcheer@gmail.com](mailto:hughsonyouthfootballcheer@gmail.com). Any notification after practice starts will result in an unexcused absence. \*\*\***

**Attendance will be taken by the coaches and given to the board. Players should arrive to practice early and be suited up prior to 6PM.**

### **Attendance & Absences after jamboree.:**

Punctual attendance is mandatory at all practices and games, as well as specified activities, fundraisers, and special events. All tardies and absences (excused or unexcused) will be recorded.

**EXCUSED ABSENCES.** If more than one practice is missed per week (regardless of being excused or not) the cheerleader will sit out for the halftime dance .

**UNEXCUSED TARDIES & ABSENCES** Missed Practice for an unexcused absence(s) will result in the cheerleader sitting for the first quarter of the game following the absence. If more than one practice is missed per week the cheerleader will sit out for the halftime dance. **\*\***(Cheer Coordinator(s) will use their discretion to increase sit time if attendance becomes an issue).

Missed Games due to an unexcused absence will result in automatic sitting for the first half of the game following the absence.

### **Game Day**

Cheerleaders must arrive at games 1 hour prior to game time, unless the coach has discussed otherwise.

### **Appearance/Attire**

**A. Uniforms include:** shell, skirt, liner, cheer bow, briefs, white no show socks, shoes, warm up jacket, and poms.

**B. Practice Attire-**proper apparel must be worn to practice. Cheer shoes (no converse or vans), socks, shorts (finger tip length) and well fitting top- No spaghetti straps. No crop tops.

**C. Game Day Attire-** All elements of your cheerleading uniform and warm ups are required for EVERY game. Cheerleaders missing all or part of their uniform on game day will be required to sit. As a team we will look uniform and neat in order to best represent HYFC.

I. All cheerleaders need to have a clean uniform and shoes, a water bottle and a black sports bra if necessary.

II. Cheerleaders are expected to be neat and well groomed, especially at games.

III. No jewelry on any part of the body or piercings allowed during practices and games. Medical/religious jewelry may be worn if taped down. Flat clear plastic piercing protectors may be used.

IV. Neutral nail polish is acceptable and absolutely no markings on your skin. No false fingernails. Natural finger nails are to be short and may not be over your fingertips.

V. Hair is to be pulled back in a ponytail and bows must be worn.

VI. Make-up must be minimal and in good taste.

VII. NO GUM.

VIII. Cell phones may not be used during practice or games.

IX. Casts/braces.

1. Participants with a hard cast may not tumble, stunt, or be considered as spotters and are not required to be wrap/pad the cast.

2. Participants wearing hard braces with exposed metal material, such as knee, wrist and elbow braces, are required to wrap/cover the brace with a padded material so that it protects both them and their fellow participants from injury.

## **CODE OF CONDUCT**

### **Preamble-**

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when the competition reflects these "six pillars of character."

All board members, coaches and assistant/junior coaches shall pledge to follow and uphold the code of ethics of the HYFC, as well as, the code of ethics and ethics pledge of the MVFL.

### **Head Coaches**

- A. All head coaches must conduct themselves in a professional manner during league activities.

- B. All head coaches must complete the application and interview process and be approved by the board.
- C. All head coaches shall have knowledge and understanding of the MVFL playing and coaching rules and shall adhere to the requirements of said rules.
- D. All head coaches shall treat each player or cheerleader as an individual, remembering the large range of emotional and physical development within each age group, and shall place the emotional and physical well-being of the children ahead of a personal desire to win.
- E. All head coaches shall be knowledgeable in the rules of the sport and shall teach to the players and/or cheerleaders.
- F. All head coaches will be under the direction of the President, Vice-President, the Football Coordinator, the Cheer Coordinator, Assistant Cheer Coordinator and League Representative
- G. Abusive behavior towards a player or cheerleader will be grounds for suspension and/or dismissal.
- H. All coaches serve at the discretion of the board and can be removed by a vote of the board at any time.
- I. All head coaches may select their assistant coaching staff; to be interviewed and approved by the board. All head coaches shall be at all practices and games. If the head coach is ejected the coach must pay the league fine handed down to the organization of \$100.00. Second offense is permanent removal of the coaching staff.
- J. Maximum of 8 approved coaches are allowed on the sidelines during games. Maximum of 10 coaches will be approved by HYFC and receive MFVL Badges. No level may have more than ten coaches during the season,
- K. All football coaches shall have a current copy of their USA Football coaching certificate on file with the HYFC board
- L. All cheer coaches shall have a current copy of their Pop Warner Course Y101PW on file with the HYFC board
- M. All text communication between coaches and players must have a board member in the group.

### **Assistant /Junior Coaches**

- A. All assistant coaches must conduct themselves in a professional manner during league activities.
- B. All assistant coaches must complete the application.

- C. All assistant coaches shall have knowledge and understanding of the League playing and coaching rules and shall adhere to the requirements of said rules.
- D. All assistant coaches shall treat each player or cheerleader as an individual, remembering the large range of emotional and physical development within each age group, and shall place the emotional and physical well-being of the children ahead of a personal desire to win.
- E. All assistant coaches shall be knowledgeable in the rules of the sport and shall teach the players and/or cheerleaders.
- F. All assistant coaches will be under the direct authority and responsibility of the board and the head coach they are assisting.
- G. Abusive behavior towards a player or cheerleader will be grounds for suspension and/or dismissal.
- H. All coaches serve at the discretion of the board and can be removed by a vote of the board at any time.
- I. One assistant football coach per age level will be assigned the roll of assistant equipment manager.
- J. If and Assistant/Junior coach is ejected the coach must pay the league fine handed down to the organization of \$100.00. Second offense is permanent removal off the coaching staff
- K. All football coaches shall have a current copy of their USA Football coaching certificate on file with the HYFC board
- L. All cheer coaches shall have a current copy of their Pop Warner Course Y101PW on file with the HYFC board
- M. All text communication between coaches and players must have a board member in the group.

### **Players /Cheerleaders**

- A. The players and cheerleaders must conduct themselves in a respectable manner and adhere to the current season's code of conduct.
- B. Any head coach football or cheer representative, with board approval, has the right to suspend a player or cheerleader for conduct unbecoming to the organization during league activities. The child's parent or guardian will be notified immediately of the situation.
- C. Bullying, rude language, and intimidation will not be tolerated and is grounds for suspension.

- D. The board reserves the right to approve sponsorships based on current finances.
- E. There may be partial or full scholarships available.

### **Parents /Guardians/ Attendees**

- A. Parents shall become voting members at the January meeting to vote in new HYFC board members only, by signing the application for their child to play for, or cheer for, HYFC and shall conduct themselves in a respectable adult manner and in the best interest of the League adhering to the current season's code of conduct.
- B. In the event of a conflict or a complaint against any member of the organization the complaining member shall contact the Parent Liaison in writing via email to hughsonyouthfootballcheer@gmail.com. They will then act as the liaison between the Parent/Guardian and the board. In the event where the parent is held liable, the board will follow the disciplinary policy.
- C. Parents, Guardians, and spectators are not eligible to assist any coaches via headphones/cell phones from the sidelines.

In addition to HYFC Code of Conduct Board members, Coaches, Parents, Guardians, Attendees and Players must abide by MVFL Code of Ethics as referenced below.

## **MVFL CODE OF ETHICS**

### **BOARD, COACHES, PARENT, ATTENDEES AND PLAYERS**

#### **A. Preamble**

i. The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when the competition reflects these "six pillars of character."

#### **B. Board Members Code of Ethics**

##### **i. (Elected & Appointed)**

1. Each elected and appointed Board Member shall pledge to follow and uphold all MVFL Bylaws and Rules & Regulations and to report any violation regardless of the violation or the person or persons involved in the violation.
2. All Board Members will conduct themselves in a professional manner and treat all other board members, athletes, cheerleaders, coaches, league officials and parents with respect, honesty, integrity, and openness.
3. Devote time, thought, and study to the duties and responsibilities of a Board Member so they may render effective and credible service to MVFL.

4. Work with their fellow Board Members in a spirit of harmony and cooperation in spite of the many differences of opinion which may arise. Base their personal decisions upon available facts in each situation; to vote their honest conviction in every case, un-swayed by partisan bias of any kind; thereafter, to abide by and uphold the majority decision of the Board. Board Members will act in the best interest of MVFL rather than in furtherance of personal interests or the interests of third parties, such as friends and family. Decisions about MVFL and the use or disposition of its assets, are made solely in terms of the benefits to MVFL. They are neither influenced nor appear to be influenced by any private profit, personal gain or outside benefit for staff, board members and volunteers; their friends and family members or the organizations with which they are affiliated.
5. To avoid issues with nepotism within an organization. Married or same household family members that are both executive board members would only count as one vote when voting on issues pertaining to the respected organization.
6. To avoid issues with nepotism within an organization. Married or immediate family members that are both board members would only count as one vote when voting on issues pertaining to the respected organization.

### **C. Coaches Code of Ethics:**

i. (All organization head coaches, assistant coaches and JR coaches.)

1. Lead by example in demonstrating the six pillars of character, written in the Preamble above, to all my players and cheerleaders.
2. Treat all athletes, coaches, league officials, refs and parents with respect and dignity.
3. Place the emotional and physical well-being of all athletes ahead of the personal desire to win.
4. Treat each athlete as an individual, always remembering the large range of emotional and physical development for each age group.
5. MVFL will not tolerate the use or influence of drugs and alcohol, including all tobacco products, e-cig, and vape pens during any organization function and in the presence of any minor child as a representative of the MVFL.
6. Be or become knowledgeable in all the rules of the sport and teach these rules to all athletes.
7. Do their best to make sure that all practices are well organized, safe, fun, and challenging for all athletes.
8. Use only those coaching techniques that are appropriate and safe for the skill level of the team that I will be coaching.
9. Young athletes are to be protected from unsafe and possibly illegal weight loss programs or techniques. Examples: working out in plastic garbage bags; working out under extreme heat conditions; advising parents to have their child fast or use extreme diets; etc.



10. Will not tolerate any form of abuse of children, should it be physical, verbal, emotional, ethical, or sexual, and will immediately report any such abuse to the proper authorities.

11. No Profanity, Foul, derogatory language toward event attendees, players, refs, other coaches, or board members will be tolerated.

12. Always remember that they are a youth sports coach and that the game is for the young athletes, and not for the vicarious interests of adults.

13. Head coaches and league reps. Are only people allowed to communicate with refs during and after games.

14. Only 8 coaches with current MVFL badges are allowed on the sideline during the games.

15. Violations to the code of ethics will not be tolerated. If a violation occurs a fine will be imposed on the coach payable to the MVFL. This will need to be paid to the league within 14 days of violation. Also, a coach may be ejected from the game and/or next game if a violation occurs. This will be determined by the organization

board league representative and MVFL. Violations will be a 3-strike rule. 1<sup>st</sup>

offense \$100, 2<sup>nd</sup> offense \$150, 3<sup>rd</sup> offense is expulsion of the coach.

#### **D. Parent/ Attendee Code of Ethics:**

i. (all game attendees/ volunteers/ chain gang and field crews, etc.)

1. Treat all athletes, coaches, board members, league officials, refs and other attendees of the event with respect and dignity.

2. No inappropriate behavior that is deemed an obstruction to the football game or sideline cheering will be tolerated

3. MVFL will not tolerate the use or influence of drugs and alcohol, including all tobacco products, e-cig, and vape pens during any organization function and in the presence of any minor child as a representative of the MVFL.

4. MVFL Will not tolerate any form of abuse of children, should it be physical, verbal, emotional, ethical, or sexual, and will immediately report any such abuse to the proper authorities.

5. No Profanity, Foul, derogatory language toward event attendees, players, refs, other coaches, or board members will be tolerated.

6. All parents/ attendees must adhere to the rules of the game location and practice site.

7. No parent/ attendees are allowed on the track in the cheer area, on sideline or field during use without a MVFL badge. (This includes before and after game times.)

8. Violations to code of ethics will not be tolerated if a rule is violated a fine will be imposed on the violator payable to the MVFL. This will need to be paid to the league within 14 days of violation. In addition, violators may be ejected from the game and/or the next game. This will be determined by the organization board league

representative and MVFL board. Violations will be a 3-strike rule. 1<sup>st</sup> offense \$100,

2<sup>nd</sup> offense \$150, 3<sup>rd</sup> offense permanently banned from MVFL events. MVFL may increase the citation due to severity of violation.

## **E. Player Code of Ethics:**

### **i. (all game participants)**

1. Treat all athletes, coaches, board members, league officials, refs and attendees with respect and dignity. The players and cheerleaders must conduct themselves in a respectable manner.
2. No inappropriate behavior that is deemed an obstruction to the football game or sideline cheering.
3. MVFL will not tolerate the use or influence of drugs and alcohol, including all tobacco products, e-cig, and vape pens during any organization function and in the presence of any minor child as a representative of the MVFL.
4. No Profanity, Foul, derogatory language toward other players, refs, coaches, or board members will be tolerated.
5. All players must adhere to the rules of the game location and practice site.
6. No unauthorized players are allowed on the track in the cheer area, on sideline or field during field use without league reps approval.
7. Targeting (illegal helmet contact, late hits) will not be tolerated. If behavior occurs this will be at the league discretion if violation needs to be enforced. Repetitive occurrence from a player of targeting toward another may result in expulsion from the season. MVFL will determine the severity of citation.
8. Violation of the code of ethics may require a player to be removed from the game and/or practice and may also be unable to participate in the following games. This will be determined by the organization league rep and MVFL board. The child's parent or guardian will be notified immediately of the situation.

## **GRIEVANCES**

**The Grievance Procedure of the HYFC is listed below. Please do not confront coaches, assistant coaches or junior coaches.**

### **Grievance Procedure**

1. Any person wishing to file a grievance with the HYFC may do so. Any grievance with the League shall follow the same procedure.

**Procedure:**

1. Any grievance with HYFC or the League shall be presented to the Parent Liaison of the HYFC
2. There shall be a cooling off period of 48 hours after each game. Emailed grievances will be received during this time but will not be responded to till after 48 hours after the game.
3. A grievance shall be submitted in writing and shall include, at a minimum, the:
  - A. Nature of the grievance,
  - B. Date when the incident occurred,
  - C. Description of the incident,
  - D. Rule/Bylaw violated
4. The Parent Liaison will notify the HYFC board of the grievance within 48 hours of receiving the grievance.
5. The HYFC will review the grievance at the next scheduled board meeting. If the grievance requires attention before the next scheduled board meeting, the President of the HYFC will call a special board meeting to review the grievance
6. The person who submitted the grievance will be notified within 24 hours of the board's decision
7. Confidential information will not be provided to the person filing the grievance
8. The Secretary of the HYFC will maintain all documents associated with the grievance in accordance with the HYFC bylaws.