



Snohomish Junior Cheer Complaint Form & Grievance Process

Snohomish Junior Cheer (SJC) has implemented a grievance process to provide a structured forum for cheerleaders, parents/guardians, or coaches to submit complaints and have them reviewed by the executive board.

Who Can Submit a Complaint?

Anyone present at an SJC event may submit a Grievance/Complaint Form regarding:

- Rules violations
- Code of conduct concerns
- Safety issues
- Any other matter impacting the well-being of SJC

Submission Guidelines

- A 24-hour “cooling-off” period is required before submitting a complaint.
- Complaints related to game days (Saturdays or otherwise) will not be accepted on the same day.
- Complaints must be submitted in writing within seven (7) days of the incident.
- The Grievance Form is available at the Snohomish Junior Cheer website under the “forms” tab.

Grievance Process

1. **Submission:** The complainant must complete the Grievance Form in full, ensuring all requested information is provided.
2. **Review:** The executive board will determine whether the complaint falls within the guidelines established by SJC policies and procedures.
3. **Notification:** A board member will inform the complainant whether the grievance is accepted as a Formal Grievance or denied.
4. **Investigation:** If accepted, the board will conduct an appropriate investigation.
5. **Board Review:** If the grievance is deemed valid, the full SJC Board will review the findings and determine any necessary action.
6. **Resolution:** The complainant will be notified of the board's final decision and any actions taken.

Additional Notes

- Incomplete forms will be returned with a request for missing information. The grievance process will not begin until all required details are received.
- The executive board will handle grievances in a reasonable timeframe, recognizing that board members are volunteers with additional responsibilities outside of SJC. Board decisions are final in all cases.



Snohomish Junior Cheer Complaint Form

Contact Information of the Person Submitting the Complaint:

Name: _____

Address: _____

Phone Number: () _____

Email Address: _____

Complaint For:

☐ Coach ☐ Cheerleader ☐ Parent ☐ Other

Date/Time of Incident: _____

Location: _____

Parties Involved:

Summary of Complaint:

(Attach any additional papers as necessary)

Please describe how the complaint has violated a specific rule or regulation of the SJC Bylaws or Codes of Conduct. Provide a detailed factual scenario setting forth all relevant facts in support of your assertion of a violation or violations. Include the name of the person(s) who may have violated the policies and their role(s) in the program.

Proposed Solution:

(Attach any additional papers as necessary)

Please remember, if you have a complaint, you must be part of the solution. Include at least one proposed solution to the complaint and your role in the resolution.

Were there any witnesses to the incident?

☐ Yes ☐ No

Witness 1:

Name: _____ **Phone:** _____

Email: _____

Witness 2:

Name: _____ **Phone:** _____

Email: _____

Did you contact your child's Coach, President of SJC, or any other executive Board Member to report this incident prior to filling out this report?

☐ Yes ☐ No

Signature: _____

Date: _____

SJC Board Use Only

Date Complaint Received: _____

Date Complaint Reviewed: _____

Discipline Meeting: ____ Yes ____ No Date: _____

Action taken:

- ☐ Warning: verbal (President)
- ☐ Written: (SJC Board-retain copy with complaint)
- ☐ Coach/Cheerleader/Parent Suspension- # of games: _____
- ☐ Coach/Cheerleader/Parent Temporary Expulsion- Effective date: _____
until: _____
- ☐ Coach/Player/Parent Expulsion: Not allowed to return, coach, or participate at SJC
functions.
- ☐ Coach Expulsion: Not allowed to return as a coach, but may remain part of the
organization
- ☐ Other

Signature of President: _____ Date: _____

Signature of
Vice President: _____ Date: _____