NEW JERSEY AMERICAN YOUTH FOOTBALL
JERSEY SHORE CONFERENCE

1901 ROUTE 71 SUITE 3D, WALL, NJ 07719
INFO@NJAYF.ORG - WWW.NJAYF.ORG

PRESIDENT: KEVIN HESTER · **FIRST VICE PRESIDENT:** CHRIS PETRICH · **SECOND VICE PRESIDENT:** TINA DUFFY
THIRD VICE PRESIDENT: KELLY BIALOBLOCKI · **TREASURER:** DANIEL VALLE · **SECRETARY:** KRISTY MACKOWN · **SERGEANT AT ARMS:** BOB COATES
FOOTBALL COMMISSIONER: CHRIS MAYNARD · **ASSISTANT FOOTBALL COMMISSIONER:** MICHAEL LILOIA
CHEER COMMISSIONER: MARY ELLEN EARP · **ASSISTANT CHEER COMMISSIONER:** ALICIA CROTZER

2025 NJAYF GRIEVANCE COMPLAINT FORM

This form shall be submitted to the New Jersey American Youth Football - Jersey Shore Conference by an association or member who seeks formal action against another association or member. Franchise officers and members shall exhaust all administrative remedies available to them through the NJAYF By-Laws before they may complete this form. Chain of command is your Franchise then NJAYF.

DATE OF COMPLAINT

COMPLAINANT'S INFORMATION	
FULL NAME:	ASSOCIATION:
EMAIL:	PHONE NUMBER:
ROLE IN ASSOCIATION: ☐ BOARD MEMBER ☐ COACH ☐ PARENT	

ON BEHALF OF **ONLY COMPLETE THIS SECTION IF GRIEVANCE IS BEING FILED ON BEHALF OF ANOTHER INDIVIDUAL**	
FULL NAME:	ASSOCIATION:
EMAIL:	PHONE NUMBER:
ROLE IN ASSOCIATION: ☐ BOARD MEMBER ☐ COACH ☐ PARENT	

ACCUSED	
FULL NAME:	☐ AS AN INDIVIDUAL ☐ AS AN ASSOCIATION
FULL NAME:	☐ AS AN INDIVIDUAL ☐ AS AN ASSOCIATION
FULL NAME:	☐ AS AN INDIVIDUAL ☐ AS AN ASSOCIATION

INCIDENT/OCCURRENCE
DATE(S) OF THE INCIDENT(S)/OCCURRENCE(S):
NJAYF ASSOCIATION OF THE ACCUSED (IF KNOWN):
TEAM/DIVISION OF THE ACCUSED (IF APPLICABLE):

DOCUMENTATION
REQUIRED WITH THE GRIEVANCE FORM

- **Grievance Complaint Form** completed, including the Verification signed by the Complainant.
- **Written statement** signed by the Complainant. The statement must detail the following:
  I. The precise NJAYF and/or American Youth Football and Cheer document, policy section name, policy number, and policy text that the complainant asserts was violated, and by whom.
  II. The specific event(s) and circumstances that establish the violation(s), including names, dates, locations, conduct, etc.
- **Additional Supporting Documentation *(if any)*** that the complainant believes is relevant to the allegations raised. All emails, texts, and/or photos/videos should include dates whenever possible, and must be submitted in PDF format (with the exception of photo/video) attached to the Grievance Complaint Form.
- **Filing Fee** made payable to NJAYF in the amount of $300.00 via cashiers check or money order and submitted via mail, and which may be returned upon discretion of the NJAYF Executive Board and/or Hearing Authority.

ADDITIONAL DOCUMENTATION
TO BE SUBMITTED TO NJAYF FOR THE HEARING AUTHORITY AT LEAST SEVEN (7) DAYS PRIOR TO HEARING DATE, UNLESS OTHERWISE SPECIFIED IN THE NOTICE OF HEARING

- **REQUIRED: List of Witnesses *(if any)*:** Written list (submitted in PDF format) of the name, phone number, and (if possible) the email address, of each and all witness(es) that you may present during the Hearing.
- **OPTIONAL: Witness Written Statements:** You may provide written up to three (3) Witness Statement(s) from individuals, describing their direct knowledge of pertinent events in sufficient detail, including date(s), location(s), and parties involved in the event(s).
  I. Each Witness Statement must be dated and signed, in PDF format, and include email address and phone number.
  II. If a witness is not available for the Hearing, their written Witness Statement may be considered by NJAYF, in its discretion, but that evidence may be accorded less weight than if it had been given through live testimony.
- **OPTIONAL: Supplemental Documents *(if any)*:** Must be submitted in single file, PDF format.
  I. Any supplemental information presented after the above-stated deadlines, may be declined/excluded, at NJAYF's discretion.

NOTE: The NJAYF Executive Board and NJAYF Hearing Authority do not act as an accusatory or investigatory body. YOU ARE RESPONSIBLE FOR PROVING YOUR CASE. You are responsible for arranging for witnesses to present evidence supporting your claim. You are responsible for duly providing NJAYF with all the evidence and information you think will be necessary. Evidence, information, documentation, or witnesses not first presented until after the advance specified deadline, or first presented at the Hearing, may not be allowed or permitted, as determined by NJAYF.

VERIFICATION & SIGNATURE OF COMPLAINANT (REQUIRED):

I hereby certify this Grievance Complaint Form, Statement, and any Additional Supporting Documentation is true, and together with appropriate fee in the amount of $300.00 (in the form of a cashier's check or money order) has been sent to:

NJAYF
1901 Route 71 Suite 3D
Wall, NJ 07719

Signature of Complainant: _____

Date: _____