

By Laws
Of the Downingtown Young Whippets

Article I

Name and Membership

The name of the organization shall be the Downingtown Young Whippets. The colors shall be blue and gold. Membership in this organization shall consist of two classes:

- A. Voting Members – consist of elected officers and members as outlined in Article III.
- B. Non-voting members – Players, managers, cheerleaders and their parents: contributors to the organization who are not actively engaged in the operation of the club, general members, and boosters.

Article II

Purpose

The Downingtown Young Whippets Football Club was founded to further the ideals of the game of football at the school level. Its general purpose will be to try to equip children with the mechanical skills, physical condition and mental attitude necessary for the pursuance of the game at the high school and/or other levels. The club will teach, through supervision and by example, the principles of sportsmanship, and fair play without undue emphasis on winning. This program shall be carried on in such a manner as to encourage scholastic achievement. Pursuant to this, it shall be our purpose to instruct participants that eligibility for athletic activity is based on satisfactory performance in the classroom. Accordingly:

- A. The team will not be sponsored by commercial enterprises that would allow it to be unduly pressured into a compromise of the above stated principals. Funds for uniforms, equipment, and operating expenses shall be paid for solely by private contributions from parents, civic organizations, local business concerns, neighborhood residents, and club sponsored enterprises.
- B. Directors, coaches, or team personnel shall not be compensated for their service in any form.

Article III

Organization

This organization shall be governed by a Board of Directors, which shall be solely responsible and authorized to approve all and any actions and commitments of the club. It shall include:

- A. Officers are elected by the voting membership for a two-year term. Nominations are to take place during the January meeting with elections to be held during the February meeting. President and Treasure positions will be nominated and approved in odd years, and Vice President, Secretary, and General Manager will be nominated and approved in even years.

Officers

1. **President** – Charged with calling all necessary meetings of the General Membership, the Voting Membership, and the Board of Directors: and with

presiding at such meetings. He will assume the responsibility of various committee activities.

2. **Vice President** – Charged with full operating responsibility for carrying out the provisions of this constitution and the objectives of the Board of Directors, Players, coaches, managers, players’ representatives, equipment, liaison, and associated personnel and functions.

3. **Secretary** – Charged with preparation and transmittal of correspondence, preparation and distribution of membership and board meeting minutes, & with maintenance of records of all business of the club. Provide and distribute an agenda for each board meeting.

4. **Treasurer** – Charged with the responsibility of adequately maintaining financial records of the club. Provide and make available upon request a monthly report at board meetings which reviews all financial activities for the month.

5. **General Manager** – Charged with oversight of the coaches books (includes player and coach information). Responsible for the investigation and response to parental inquiries; determination and decision as to player eligibility; and with representing his staff & functions to and on the Board.

B. Members appointed by a majority vote of the DYW Officers to a one-year term. Each board member below will be reviewed on a yearly basis.

1. **Football Coach Director** – Charged with representing all football coaches. Responsible for ensuring all teams equipment is collected in a timely fashion.

2. **League Representative** – Charged with representation of the Downingtown Young Whippets Football Club to the conference, including: presentation of Board viewpoints and proposals to the conference; reporting of conference activities and actions to the Board; and preparation and presentation of recommendations for club actions in relation to the conference.

3. **Cheerleading Director** – Directs the activities of the DYW Cheerleading Squads and coordinates their activities with those of the DYW Organization. Obtain, with the secretary, all cheerleading coaches background checks. Obtain and maintain, from year to year, all cheerleader ID Books.

4. **Booster Club Director** - Coordinates booster club meetings. Responsible for bringing fundraising and other booster club recommendations to the DYW Board for approval.

5. **Concession Director** - Charged with operating the DYW concessions. This includes ensuring all licensing and requirements are met to begin operations at the start of the DYW season.

6. **Flag Football/Rookie Director** - Charged with coordinating all flag football and Rookie division activities. This includes scheduling practice and games, appointing coaches, providing rule books, scheduling referees, and ensuring all families receive appropriate communication.

C. **Member at Large** - appointed by the DYW Officers on an annual basis.

Article IV

Composition of Teams

This organization will follow the rules as set forth by the BuxMont and Pop Warner as to composition of teams, player age and weight eligibility, resident requirements, etc. DYW will leave player registration open as prescribed

by BuxMont regulations. In the event that this organization decides to withdraw from the Buxmont at any time, the rules as to the composition of teams will be enacted by a majority vote of the Board of Directors.

Article V

Insurance

The Young Whippets shall be covered during the playing season by a group accident policy. The insurance requirement must be met prior to the first scheduled practice session. No boy/girl shall be approved to participate in competition unless he is covered by said group accident policy from a duly licensed insurance underwriter. Directors and coaches liability in insurance matters shall be subject to the provisions of Article 6. Cheerleaders, coaches and managers shall be covered under the group policy.

Article VI

Liability and Parental Consent

The Downingtown Young Whippets, directors, officers and supervisory personnel, coaches, sponsors, and managers assume no legal responsibility for personal injury or damage to property. It is however understood that all proper precautions shall be taken by all active participants to insure safety at all times. As a prerequisite to participation in any activities of the Young Whippets, each participant must have the signed permission of his or her parents or legal guardian to participate, which permission shall expressly exonerate the Young Whippets, directors, officers and supervisory personnel, coaches, sponsors and managers of any legal liability for personal injury or damage, and said parents or legal guardian shall agree to hold the Downingtown Young Whippets Football Club and mentioned persons harmless for any personal property damage caused by the minor while engaging in any Conference activities. It is understood that parental consent can be withdrawn by written notice to the Head Coach at any time during the playing season.

Article VII

Practice Sessions

Practice sessions must not be longer than two and one half hours duration and must not take place more than three times in any week once the school session commences. Adequate precautions shall be taken to satisfy first aid treatments or requirements during practice sessions.

Article VIII

Physical Requirement and Player Equipment

No youth shall be permitted to participate in contact or stunting drills with the Downingtown Young Whippets uniform unless they present a certificate attesting to their sound physical condition signed by a duly registered examining physician. Each player must be equipped with equipment required by the Buxmont Conference before being allowed to participate in any practice session involving contact or stunting.

Article IX

Voting

A simple majority vote shall be sufficient to carry a motion or vote on all topics other than those that shall in any way amend the by-laws. The DYW Officers can supersede any vote if they determine the decision is not in the best interest of the Downingtown Young Whippets.

Article X

By-law Amendments

All bylaws changes are to be proposed at the February meeting of the new calendar year and voted on at the following meeting. A three-quarters vote of the voting members present at the meeting shall be sufficient to effect such change.

Article XI

Player Participation

It is the intent of this club that all team members participate in each game, and it is a requirement that all players listed on the rosters take part in each game, barring injury, missed practice sessions, unfit physical condition or upon being disciplined by the head coach. Varsity players should participate in at least one play per game. JV teams should at no time put winning above the development of players for future varsity competition. JV players shall participate in a minimum of 10 plays per game.

Article XII

Coaches

Replacing Varsity head coaches

- Current Varsity head coaches have first option
- Varsity assistants on current team have second option
- Open to all other DYW coaches
- Open to general public
- DYW Officers may supersede the above if candidate is deemed highly qualified

Replacing JV head coaches

- Current JV head coaches have first option, unless a Varsity head coach requests the position
- JV assistants on current team have second option
- Open to all other DYW coaches
- Open to general public
- DYW Officers may supersede the above if candidate is deemed highly qualified

All Head Football and Cheerleading coaching are to be approved each year by the Officers.

The DYW Officers have the right to remove any player, parent, coach, or volunteer at any time for behavior detrimental to the organization.

Coaches, along with the parent, will promote scholastic achievement by all participating youths.

Coaches must keep a dated attendance log of every practice and game. Signed by the head coach and one assistant every game week.

Coaches will keep the President, Vice-President, or Cheerleading director aware of any problems or potential problems.

Article XIII

Board Meetings

All DYW Board Meetings are to be announced to all Board Members and are to remain open to the public. Only board members may be present during a vote.

All members of the Board of Directors are expected to make every effort to attend all scheduled Board Meetings. Any Board Member who misses two consecutive Board Meetings automatically loses his/her voting privileges until two consecutive meetings are attended.

Article XIV

Behavior

All DYW personnel must conduct themselves in accordance with the Pop Warner "Code of Conduct". Failure to comply shall result in dismissal from all organizational responsibilities.

The DYW Board of Directors shall follow a "No Tolerance Policy" in their enforcement of the code of participation and restrictions on non-personnel entering the field or bench area.

Only the board approved coaching staff and personnel approved by the Head Coach (video, statistician, medical, etc.) may be on the field or in the bench area during games and practices. A parent may attend to a seriously injured child.

Any conduct, which could be viewed as "detrimental to the good of the organization", shall be brought to the attention of the Board of Directors as a whole.

Article XV

Awards

Award Jackets shall be presented to Division 1 and 2 football teams who win their respective Buxmont league championships. Junior and Senior Cheer squads must have a total of three (3) teams in their division and must perform at an elite level to be eligible for championship jackets. Award Jackets will be provided to players and cheerleaders; mascots will not be provided award jackets. Award Jackets will under no circumstances be provided to division 3 and 4 teams. A cheerleading squad shall forfeit their rights to an award jacket if they do not cheer at all games played by the team they represent. An exception to be granted when a Pop Warner sponsored cheerleading competition conflicts with a game.

DYW will not issue any individual awards.

A "Place of Honor" and recognition shall be provided to any player completing eight years of participation at the contact level. Any DYW staff member who provides twenty years of service to the organization shall be made a member of the "Hall of Fame".

DYW shall not provide "Grants" or financial awards to any individual.

Each team will have individual team specific event to be organized by the team's head coach. Any expenses shall be incurred by the parents of the respective teams.

Article XVI

Expenditures

All orders for products or services that exceed \$1000 must be put out to bid, on a yearly basis. The Officers may approve expenditures without a bid in the case of an emergency.

Article XVII

Rules and Regulations

The directors shall develop and maintain a set of rules and regulations to be followed by all members of the organization. These rules and regulations may be changed at any meeting called by the President.

- No DYW personnel may use tobacco products in the presence of players or cheerleaders before, during, or after any DYW event.
- No pets of any kind, unless medically necessary, are allowed on practice or game fields.
- Players and Cheerleaders are not required to wear DYW uniforms outside of a DYW game or championship.
- At least two coaches must be present with the players/cheerleaders at all times.
- DYW will sign any waiver as long as that player or coach is in good standing with DYW.

Article XVIII

Criminal and Child Abuse Background Check

All DYW staff (coaches, board members, and those acting at the boards direction), who in the fulfillment of their duties come in contact with youth participating in DYW programs, must complete a DYW Background Check. The DYW Background Check is to be composed of a Pennsylvania State Police Criminal Record Check and a Pennsylvania Child Abuse History Clearance.

Staff may not assume any duties involving contact with DYW youth until one of the following conditions has been met:

They have completed and turned into the DYW Secretary a Pennsylvania State Police Request for Criminal Record Check and a Request for Pennsylvania Child Abuse History Clearance.

They have submitted to the DYW General Manager current copies of a completed Pennsylvania State Police Record Check and a Pennsylvania Child Abuse History Clearance.

The DYW General Manager will maintain blank clearance forms and collect completed forms for processing by the state. Forms will be grouped and sent to the state every two weeks during the fall and each month during the off-season. The General Manager will maintain a list of staff and the expiration dates of their clearances.

The results of all background checks will be held in the strictest confidence with access limited to the President, General Manager,, and Legal Counsel.

BY-LAW AMENDMENT 2006-1

DISCIPLINE & DISPUTE RESOLUTION

1. The following procedures shall apply to any affiliated person, team member, officer, director, coach, parent, or guardian who, for any cause or reason, may be subject to discipline, fine, assessment of a penalty, or sanction, removed from good standing and/or expelled from DYW:

- a. An Officer other than the President or a member of the Board of Directors must file written charges with the President. Where applicable, the specific By-Law(s), Rule(s) and/or Code of Conduct Rule(s) violated shall be cited;
- b. A written notice of the scheduling of a hearing on the written charges shall be provided by the Secretary to all parties;
- c. Notice shall be delivered in any reasonable manner calculated to accomplish the actual receipt of the notice by the affiliated person, team member, officer, director, coach, parent, or guardian, provided however, notice shall **not** be personally served at the time of the regular sign-ups;
- d. A hearing shall commence before the Board of Directors no later than sixty (60) days after the filing of the aforementioned written charges, unless extended in a mutually signed writing by the parties to the hearing that waives the sixty (60) time period;
- e. The President shall be the Officer presiding over the hearing;
- f. The Officer, member of the Board of Directors, or their designated legal counsel filing the charges shall have the right to present evidence, argument, and witnesses on all relevant issues;
- g. The Board of Directors, and the affiliated person, team member, officer, director, coach, parent, or guardian against whom charges are lodged, shall have the right to question all witnesses, and where appropriate supplement the record of the proceedings with evidence, and witnesses;
- h. The Secretary shall keep a record of the hearing;
- i. Formal rules of evidence shall not apply, provided however, that irrelevant, immaterial or unduly repetitious evidence and questioning may be prohibited and excluded by the President;
- j. The Board of Directors, in its sole and absolute discretion, and by an affirmative vote of a majority of the members of the Board of Directors, shall issue its decision concerning the method of discipline, monetary fine, assessment, sanction, removal from good standing, expulsion, or other appropriate remedial action concerning the written charges filed.

There shall be no action taken in the event of a tie vote, and the President shall not cast a tie-breaking vote. Said action of the Board of Directors shall be final; and

- k. Any fine levied shall not exceed fifty dollars (\$50.00) dollars, and shall bear a reasonable relationship to deter similar future conduct.
2. Any claim, controversy, or dispute arising out of, or relating to the By-Laws, Rules of the DYW, Code of Conduct, or a decision rendered pursuant to a hearing conducted under paragraph 1 of this Section, which cannot be settled through negotiation by and between the parties, shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party.
- a. The American Arbitration Association shall administer said mediation.
- b. The request for mediation may be made concurrently with the filing of a demand for arbitration as set forth in paragraph 3 of this Section but, in such event, the mediation shall proceed in advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of sixty (60) days from the date of filing, unless stayed for a longer period by agreement of the parties or Court Order.
- c. The parties shall equally share the mediator's fee.
- d. The mediation shall be held in a location mutually agreed by the parties. Agreements reached in mediation shall be enforceable as settlement agreements in any Court having jurisdiction thereof.
3. Any claim, controversy, or dispute arising out of, or relating to the By-Laws, Rules of the DYW, Code of Conduct, or a decision rendered pursuant to a hearing conducted under paragraph 1 of this Section, shall be subject to mandatory arbitration.
- a. The arbitration shall be conducted under the Rules of the American Arbitration Association, with a single neutral arbitrator.
- b. The party filing a notice of demand for arbitration must assert in the demand all claims then known to that party.
- c. The parties shall share the arbitrator's fee, however, the parties shall each bear their own filing fees.
- d. The arbitration shall be held in a location mutually agreed by the parties.
- e. The award entered by the arbitrator shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

BY-LAW AMENDMENT 2006-2

“CHILD SAFETY POLICY”

DYW recognizes the value and importance of adult participants, regardless of age, in its program. DYW also recognizes the importance of providing a safe, secure and positive environment for each youth participant.

A. **Public Safety Concern.** DYW will conduct *mandatory* criminal background checks on those adults wishing to participate in its program and screen those adult participants, as described in the criteria below. The criminal background checks are required for the following reasons:

1. To keep the safety of the children the top priority.
2. To make an unwelcome environment for anyone who does not put the needs of the children first.
3. To keep adults from participating in youth sports programs who have a history of inappropriate behavior, or who are unfit to work with children.
4. To select the “best” adult participants to coach and serve in other capacities in DYW.

Background checks will be used to determine if any youth sports adult participant has a criminal history that would jeopardize the safety and welfare of any child participating in any league or team that plays at DYW’s facility located at 100 Water Plant Way, Downingtown, Pennsylvania.

B. **Description.** Background checks will be conducted on all adult participants who have direct contact with the youth participants that register for DYW. The background checks will be in accordance with any and all requirements set forth by Pop Warner, and include a Criminal History Request pursuant to Act 34, and a Child Abuse History Clearance pursuant to Act 151.

C. **Criteria.** For the purposes of the policy, an “adult participant” shall be defined as any individual, regardless of age, who acts in any supervisory capacity with any youth participant in DYW. Background checks, done by DYW, will be conducted annually on coaches, assistant coaches, board members and other adult participants who have direct contact with children. The prospective adult participant will be asked to complete a form that will be turned into DYW’s Board of Directors, and the background check will be completed by DYW.

1. Pursuant to the results of the background check, a prospective adult participant who has been penalized for a criminal offense provided herein, after written notice and hearing, shall be placed on probation, disqualified, rendered ineligible to participate in any DYW program and/or banned from DYW’s practice and game fields located at 100 Water Plant Way, Downingtown, Pennsylvania, ***in the sole and absolute discretion of a majority of DYW’s Board of Directors.***
2. Any prospective adult who fails to secure Act 151 clearance shall, after written notice and hearing, be disqualified, rendered ineligible to participate in any DYW program and banned from DYW’s practice and game fields located at 100 Water Plant Way, Downingtown, Pennsylvania.
3. Criminal charges that resulted in a non-conviction, such as probation, ARD, deferred adjudication, or deferred disposition; or a
 - a. Criminal conviction that was subsequently expunged from the applicant’s record as a result of appropriate legal proceedings; or

b. Criminal charges that were subsequently dropped and the applicant was never prosecuted for the crime ***may still be the basis for ineligibility in the sole and absolute discretion of a majority of DYW's Board of Directors.***

4. The following is a list of offenses that shall be grounds to disqualify a prospective individual from being affiliated with DYW. For offenses marked with an "*" eligibility shall be determined ***in the sole and absolute discretion of a majority of DYW's Officers*** with appropriate recognition of the severity of the offense, and length of time which has passed since the offense occurred:

Arson

Aggravated Kidnapping

Aggravated Robbery

Aggravated Sexual Assault

Assault

Bigamy

Crimes against children (including abandonment, abuse, endangerment, indecency, sexual assault, pornography, possession or promotion of pornography, enticement, solicitation)

Criminally negligent homicide

Deadly Conduct

Delivery of Marijuana

Domestic Violence

Drug Possession*

DWI/DUI*

Kidnapping

Manslaughter (voluntary or involuntary)

Manufacture or Delivery of a Controlled Substance

Marijuana Possession*

Murder

Obscenity

Prohibited Sexual Conduct

Public Lewdness

Prostitution

Sexual Abuse

Theft*

This list of offenses is illustrative, and not intended to be all-inclusive of the Crimes Code of the Commonwealth of Pennsylvania. The list is not intended to define all the limits on the criminal offenses that could disqualify any prospective adult participant from affiliation with DYW.

5. Any adult participant determined eligible for participating who is later arrested/convicted of any of the above crimes is required to immediately notify DYW's Board of Directors. The adult participant will be immediately removed from his/her position until the case is adjudicated. Failure on the part of the adult participant to notify his/her organization of arrests/convictions for any offense listed above will result in his/her being removed and declared ineligible to participate with DYW for a minimum of five (5) years beginning on the date the failure to notify was discovered.

D. CONSENT. The Adult Participant will be provided a form for signature containing the following:

AUTHORIZATION FOR RELEASE OF INFORMATION

I, the undersigned, authorize the release to DYW any record or information concerning any crime committed or alleged to have been committed by me. This includes, but is not limited to, arrest records, child abuse history, and conviction data. I hereby release any governmental, police, or other agency as custodian of such records, including all officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of any type that may at any time result to me, my heirs, family, or associates, because of compliance with this authorization. I also understand that all information about myself pertaining to this application may be considered a public record.

If a record of criminal convictions or other disqualifying information is found, I will be given a copy of the criminal history report and asked if it is accurate prior to any final decision. If I disagree with the accuracy of the report, I will provide DYW with any or all documentation to support my claim, after notice and proper hearing. Child safety being paramount, any uncertainty will be handled in favor of promoting child safety.

I hereby waive any right to assert that such investigation or request constitutes an invasion of my privacy. I recognize that such inquiries are in the interests of all persons involved in youth sports activities, and I fully consent to such investigations. I, the undersigned, for myself, my heirs, executors, administrators, and representatives, do hereby remise, release and forever discharge and agree to indemnify and hold harmless any involved background check vendor and/or licensed private investigator, DYW, its directors, officers, employees, volunteers, agents, attorneys, and representatives, its affiliates and sponsors, and their directors, officers, employees, volunteers, agents and and representatives, as well as third parties, if any, that DYW contact, directly or indirectly, regarding my application, from and against any and all causes of actions, suits, liabilities, costs, debts, and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become an adult participant.

I understand and agree that DYW may, at their sole discretion, decline to accept my application for, or participation in, volunteer or staff services with or without cause.

I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE CERTIFICATION. I CONSENT TO THE CRIMINAL BACKGROUND CHECK/ AUTHORIZATION/ WAIVER / RELEASE/ INDEMNITY SET FORTH HEREIN, AND I ACCEPT AND SIGN THIS FORM VOLUNTARILY.

Date: BY: _____

NAME: _____

Social Security Number: _____

E. PARENTS/GUARDIANS. As child safety is paramount, all parents and guardians of each participant will be asked certain screening questions on the yearly registration form to promote DYW's policy. The screening will be set forth in the registration form as follows:

PARENTS/GUARDIANS DISCLOSURE STATEMENT

As child safety is paramount, all parents and guardians of each participant are asked certain screening questions on the yearly registration form to promote DYW's Child Safety Policy.

In the event that you decline to answer the following questions, your child, or children **WILL NOT BE DENIED ADMISSION** to DYW's programs, however, in the event that decline to answer, you will be required to meet with the President of DYW, and DYW's legal counsel, in a confidential setting to discuss any privacy issues you may have with making such a disclosure.

THE ANSWERS TO THE FOLLOWING QUESTIONS WILL BE KEPT, AND BE TREATED, AS CONFIDENTIAL INFORMATION SOLELY FOR THE USE OF THE DYW BOARD OF DIRECTORS TO MAKE AN ELIGIBILITY DETERMINATION. UNDER NO CIRCUMSTANCES WILL THE INFORMATION PROVIDED BE SUBJECT TO PUBLIC DISSEMINATION, OR BE USED FOR ANY OTHER PURPOSE.

DYW RESERVES THE RIGHT, IN ITS SOLE AND ABSOLUTE DISCRETION, TO DISQUALIFY, MAKE INELIGIBLE AND BAN FROM DYW'S PRACTICE AND GAME FIELDS LOCATED AT 100 WATER PLANT WAY, DOWNINGTOWN, PENNSYLVANIA, ANY PARENT OR GUARDIAN WHO REFUSES TO ANSWER THE FOLLOWING QUESTIONS, OR IN THE ALTERNATIVE, WHO FAILS TO REQUEST A MEETING AS SET FORTH HEREIN, GIVES A FALSE ANSWER, OR HAS BEEN PENALIZED FOR A CRIMINAL OFFENSE FOR WHICH A "YES" ANSWER IS PROVIDED. DYW FURTHER RESERVES THE RIGHT TO REASONABLY VERIFY THE ANSWERS PROVIDED THROUGH CRIMINAL RECORDS WHICH ARE AVAILABLE TO THE GENERAL PUBLIC.

YOU WILL BE PROVIDED WITH A WRITTEN NOTICE & OPPORTUNITY TO BE HEARD BEFORE DYW'S BOARD OF DIRECTORS' ELIGIBILITY DECISION. ANY AND ALL CLAIMS OR ISSUES ARISING OUT OF THIS FORM SHALL BE SUBJECT TO MANDATORY MEDIATION AND ARBITRATION AS SET FORTH IN DYW'S BY-LAWS.

1. Have you ever been convicted of, or plead guilty to, any crime against children, such as abandonment, abuse, endangerment, indecency, sexual assault, pornography, possession or promotion of pornography, enticement, or solicitation?

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No

2. Have you ever been convicted of, or plead guilty to, aggravated assault, kidnapping, murder, or served a mandatory minimum sentence for the use of a firearm during the commission of a crime?

Yes

No

3. Have you ever been convicted of, or plead guilty to, possession of a controlled substance with intent to deliver or sell?

Yes

No

4. Do you have a Protection from Abuse Order entered against you that concerns a child, or other parent or guardian who is a participant in DYW?

_____ **Yes**

_____ **No**

5. _____ . I DECLINE TO ANSWER THE QUESTIONS AND REQUEST A CONFIDENTIAL MEETING WITH DYW'S PRESIDENT AND LEGAL COUNSEL. Please contact me at the following phone number:

Date: BY: _____

NAME: _____