

LMYA Girls Lacrosse

Formal Complaint Form

Date Submitted: _____

Date Reviewed (Admin): _____

LMYA Girls Lacrosse Complaint form is to be completely filled out and sent to the coordinator. We ask that you take 24 hours to cool down before filing out the form and submit the form in no later than two weeks after the initial incident so all concerns can be addressed.

Section 1. Information (must be completed)

a/ Name and address of individual filing complaint:

b/ Phone numbers (for contact and clarification):

c/ Role of Complainant re: this specific incident: (please circle)

Athlete Parent Spectator Referee Coach Asst. Coach

Administrator Other: _____

Section 2: Complaint Information

a/ Date and time of incident: _____

b/ Occasion of incident: (i.e. game, practice, tournament, other):

c/ Location of incident: _____

d/ Complaint is being filed Against: (please circle as many as necessary)

Athlete Parent Spectator Referee Coach Asst. Coach

Administrator Other: _____

e/ Please describe in incident in a factual, evidence-based manner. Please note that your complaint will not be considered for review if it is written in a accusatory or inflammatory manner. (use additional paper if necessary)

f/ Does this incident violate either of the Players code of Conduct, Parent code of Conduct, Coaches code of Conduct ? (please see the website links for those documents):

Yes: _____ No: _____

g/ If yes, Please describe what part of the code of conduct you believe it violates:

h/ Are there any witnesses to? If so please list there names and telephone numbers:

i/ Please describe any efforts you have made to resolve your complaint informally and the responses to your effort.

j/ Please describe the outcome or remedy you seek of this complaint: _____

Please note:

A complaint form that is incomplete in any material may be dismissed, but may be refiled with all the required information if the refileing is within the designate time for filing a complaint.

Please keep a copy of the complaint form and supporting documentation for your records.

Signature: _____

Date: _____

Section 3: (Executive Review)

a/ Notification received by: _____ Date: _____

b/ Have witnesses been contacted?

c/ Was there a penalty or game/practice/ejection associated with this incident?

d/ Is this complaint internal LMYA girls lacrosse or external governing body LVGYLL? _____

e/ Who reviewed this complaint? (name of all attendants)

f/ Was the complaint brought forward to the head coaches' attention?

Yes

No

g/ Date the complaint documents in an executive meeting: _____

Section 4: Discussion (notes)

Action Taken:

Date: _____

Name of Executive/ Coach review complaint :

Notification to complainant by: _____ Date: _____

Complainant Response:

Follow up required? YES NO