



RAZZIA FC- FORMAL COMPLAINT FORM

DATE SUBMITTED:

DATE REVIEWED (*office*):

Razzia FC asks that you observe a 24 hour cool down period before filling out this form. The form must be submitted no later than two weeks from the initial incident so that all concerns can be addressed effectively.

Section 1. Information (*must be completed*)

Name & Email Address (if applicable) of Individual Filing Complaint:

Phone numbers (for contact and clarification):

Role of Complainant:

- Athlete Parent Spectator Referee Coach
 Asst. Coach Trainer Administrator Other:

Section 2. (Complaint Information)

Date and time of incident:

Occasion of incident (*i.e. game, practice, tournament, community event, etc.*):



Location of incident:

Complaint is being filed against:

- Athlete Parent Spectator Referee Coach
 Asst. Coach Trainer Administrator Other:

Please describe incident in a factual, evidence-based manner.

(Please note that your complaint will not be considered for review if it is written in an accusatory or inflammatory manner):

Does this incident violate a the club Code of Conduct:

If Yes, please describe which code of conduct you believe it violates:

Were there any witnesses to or media evidence of this incident? Is so, please list their names and telephone numbers and/or supply media evidence:

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

Please describe the outcome or remedy you seek for this complaint:



Please note...a complaint form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

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

Signature:

Date:



Section 3. Executive Review

Notification received by:

Date:

Have witnesses been contacted or media evidence reviewed:

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

Who reviewed this complaint?

Was this complaint brought forward to the head coach's attention?



Section 4. Discussion

Notes:

Action taken:

Date:

Name of Executive/Coach reviewed complaint:

Notification to complaint by:

Date:

Complainant response:

Follow up required: