Kingston Huskies Football & Cheer Organization

GRIEVEANCE COMPLAINT FORM

The Kingston Huskies Football & Cheer Organization strives to provide the highest quality youth sports program for its participants. The organization is a participant in the Wyoming Valley Junior Football Conference.

Please use the following process when filing a complaint that needs the attention of the Kingston Huskies F&C Organization Executive Board:

1. Discuss with your child's Head Coach – in person, via telephone or email.
2. Discuss with the President or Vice-President – in person, via telephone or email.
3. If you are still not satisfied, submit it, by completing this form, to the Kingston Huskies F&C Organization Executive Board for review.
4. Complete the following document; no complaints will be acted on unless a written statement of the complaint is provided.
    - ***You may be contacted for additional information and/or attendance at a meeting.***

Complainant Name: _____ Phone Number: _____
Address: _____ Email Address: _____
Sport: ❑ Football ❑ Cheer **Sport Level:** ❑ 7U ❑ 9U ❑ 11U ❑ 13U

Complaint for: ❑ Coach ❑ Player ❑ Parent ❑ Executive Board Member ❑ 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 Kingston Huskies Football & Cheer Organization By-Laws or Code of Conduct. Please provide a **detailed factual scenario** setting forth all relevant facts in support of your assertion of a violation or violations. **You must 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. Please include at least one proposed solution to the complaint and your role in the resolution.

Were there any witnesses to the incident? ❑ Yes ❑ No
Name: _____ Phone: _____ Email: _____
Name: _____ Phone: _____ Email: _____

Did you contact your child's Coach, President or Vice President of Kingston Huskies F&C Organization to report this incident prior to filling out this report? ❑ Yes ❑ No If yes, who did you contact and how was your complaint handled? *(attach any additional papers as necessary)*

Please sign and date the complaint form and submit to a Kingston Huskies F&C Organization Executive Board Secretary for proper expedition of your claim with any necessary attachments. By completing and submitting this form I agree to fully cooperate with the executive board/committee by participating in meetings and providing additional information as requested to complete a full investigation.

_____ _____ _____
Print Name **Signature** **Date**

---------- **BOARD USE ONLY** ----------
Date Complaint Received: _____ Date Complaint Reviewed: _____
Discipline Hearing/Meeting: ❑ Yes ❑ No Date of Hearing / Meeting: _____
Action Taken: ❑ Verbal Warning (President / Vice President) ❑ Written (KHFCO Board - retain copy w/ complaint)
❑ Coach / Player / Parent Suspension # of games: _____ ❑ Coach / Player / Parent Expulsion Effective date: _____
❑ Other: _____

KHFCO Executive Board President: _____ Witness: _____
***If the action taken requires full executive board approval per by-laws, additional documentation will be prepared for signature to be retained on file for a minimum of two years.*