

LEDUC & DISTRICT MINOR FOOTBALL ASSOCIATION

Box 3191, Leduc AB, T9E 6L9

FORMAL COMPLAINT FORM

			DATE S	SUBMITTED:				
	DATE REVIEWED (office):							
	the Presider the form and	nt (by-Law17a) d to submit the	. LDMFA asks t form in no lat	hat you take 24	be completely filled I hours to cool down eks of the initial			
Section 1. Informa	ation (must	be completed)						
a)	a) Name & Address of Individual Filing Complaint:							
b)	Phone numbers (for contact and clarification):							
c)	c) Role of Complainant re: this specific incident: (please circle)							
Ath	nlete	Parent	Spectator	Referee	Coach			
Ass	st. Coach		Administrator	Other:				
) Date and) Occasion	time of incider of incident (i.e	. game, practio		, community event,			
	etc.j							
	-	·		e circle as man				
Ath	nlete	Parent	Spectator	Referee	Coach			
Ass	st. Coach	Trainer	Administrator	Other:				

e)	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. (use back or paper if necessary)				
f)	Does this incident violate either the Players code of Conduct, Parents code				
	of Conduct, Coaches code of Conduct or the Executive code of conduct? (please see website links for those documents):				
	Yes No				
g)	If Yes, please describe which part of the code of conduct you believe it violates?				
	violates:				
h)					
	Were there any witnesses to or media evidence of this incident? Is so,				
	please list their names and telephone numbers and/or supply media				
	•				
	please list their names and telephone numbers and/or supply media				

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 for this complaint:					
Please note;						
· -	that is incomplete in any material way may be dismissed, but may be refiled ed information if the refiling is within the designated time for filing a					
complaint.						
Please keep a cop	y of the complaint form and any supporting documentation for your records.					
Signature:	Date:					

Section 3. (Executive Review)

a)	Notification received by: Date:
b)	Have witnesses been contacted or media evidence reviewed?
c)	Was there a napalty or game /practice ejection associated with this incident?
c)	Was there a penalty or game/practice ejection associated with this incident?_
d)	Is this complaint internal (LDMFA) or external governing body (EFOA/CDMFA)?
e)	Who review this complaint? (name all in attendants)
f)	Was this complaint brought forward to the head coaches' attention?
1)	
	Yes No
g)	Date the complaint documents in an executive meeting:
Section 4. Discus	sion (notes)
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Action taken:				
DATE.				
DATE:				
Name of Executive/Coac	h reviewed co	omplaint:		
Night: Circuit on the consulting	and hou		Data	
Notification to complain	ant by:		Date:	
Complainant Response:_				
Follow up required?	YES	No		