



## Capital District Minor Football Association

### Formal Complaint Form

Date submitted: \_\_\_\_\_

Date Reviewed (office): \_\_\_\_\_

*Please note that this form is designed to be completed by anyone who has a concern, issue or complaint about CDMFA league activities that they would like reviewed by the CDMFA Executive. This form will only be accepted if relayed through the respective association's CDMFA Liaison. CDMFA Executive will receive it through email or by hand from the respective association's CDMFA Liaison and will review and respond to it in an expeditious manner. Replies or decisions will be sent directly to the complainant and cc'ed to the CDMFA Liaison of the association that the complainant represents.*

**Complaint Directed to:** (copy always to Secretary) Please tick box

President	Secretary	Registrar	Treasurer	Director of Fields, Facilities & Officials
VP Midget	VP Bantam	VP Peewee	VP Atom	Public Relations Director

#### Section 1. Complainant Information (must be completed)

a) Name & Address of Individual Filing Complaint: \_\_\_\_\_

\_\_\_\_\_

b) Phone numbers (for contact and clarification): \_\_\_\_\_

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

Coach

Administrator

Trainer

Asst. Coach

Parent

Athlete

Spectator

Referee

Other: \_\_\_\_\_

#### Section 2. Complaint Information

a) Date and time of incident: \_\_\_\_\_

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

\_\_\_\_\_

c) Location of incident: \_\_\_\_\_

d) Complaint is being filed against: *(please circle as many as necessary)*

Coach

Administrator

Trainer

Asst. Coach

Parent

Athlete

Spectator

Referee / Official

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 of paper if necessary)

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f) Does this incident violate either the Parents code of ethics, Players code of ethics or the Coaches code of ethics? *(please see website links for those documents)*: Yes \_\_\_\_ No \_\_\_\_

g) If Yes please describe which part of the code of ethics you believe it violates?

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

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### Section 3. Disciplinary Committee Review

a) Have witnesses been contacted or media evidence reviewed? \_\_\_\_\_

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b) Was there a penalty or game / practice ejection associated with this incident? \_\_\_\_\_

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c) Is this complaint internal (CDMFA) or external governing body (EFOA )? \_\_\_\_\_

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**Section 4. Decision**

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Date reviewed: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Reply sent (date): \_\_\_\_\_