



FORMAL COMPLAINT & SPECIAL INCIDENT REPORT FORM

Submit to: VSAinfo@valleysoccer.ca or PO Box 931, Warman, SK S0K 4S0

This form must be used to report all formal complaints and significant incidents. This form must be submitted to the VSA within 4 business days of the incident with all fields completed.

Date of the Incident: _____ **Approximate Time:** _____

Location at which the incident took place: _____

Person(s) involved in the incident: _____

Describe the Incident (add space as required): _____

Identify any witnesses & their contact info: _____

Please provide the following additional information as relevant and required:

Attached # ___ pages Diagram Additional Supporting Information (describe): _____

REQUIRED PERSONAL INFORMATION (unnamed reports may not be accepted):

Completed by: _____ **Position** (parent , coach ,etc): _____

Phone #: _____ **Email Address:** _____

Signature: _____ **Date:** _____

Office use only:

Date received: _____ **Staff Name:** _____