**PMHA Formal Complaint Form**

**Information on the Parties Involved**

|  |  |
| --- | --- |
| Team |  |
| Name of Complainant |  |
| Email for Complainant |  |
| Phone Number for Complainant |  |
| Person complaint is about: Coach, Assistant Coach, Trainer, Manager,Player, Parent, Board Member, Other  |   |

**Incident / Complaint Detail**

*Please include as many specific facts and details as possible*

|  |  |
| --- | --- |
| Date and Approximate Time of Incident: |  |
| Details of Incident: |  |

Provide a summary of ALL the details of the issue/incident and any other relevant facts. Please include the name of the relevant player.

**Steps Taken to Resolve the Issue**

|  |  |
| --- | --- |
| Has an attempt been made to resolve the issue?  | **Yes No** |
| Have you spoken with the Team Manager about the issue?  | **Yes No** |
| Who did you speak with?  |  |
| When did you speak with them? |  |
| What was the result? What steps were taken to resolve the issue? |  |

|  |  |
| --- | --- |
| What do you think is a reasonable resolution to this issue? |  |

I acknowledge that the statements made above are to the best of my knowledge accurate, complete and truthful.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Complainant