

**Public Complaints – Athletic Complaint Procedure**

Complainant's Name \_\_\_\_\_ Date \_\_\_\_\_

Sport \_\_\_\_\_

1. Describe your complaint.
  
2. Describe the problem that led to the complaint.
  
3. What steps have been taken to resolve the problem?
  
4. What adjustment is sought?

\_\_\_\_\_  
Signature of person initiating the complaint

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of athletic director or coach

\_\_\_\_\_  
Date

Submitted to the principal for review on \_\_\_\_\_ (Date)

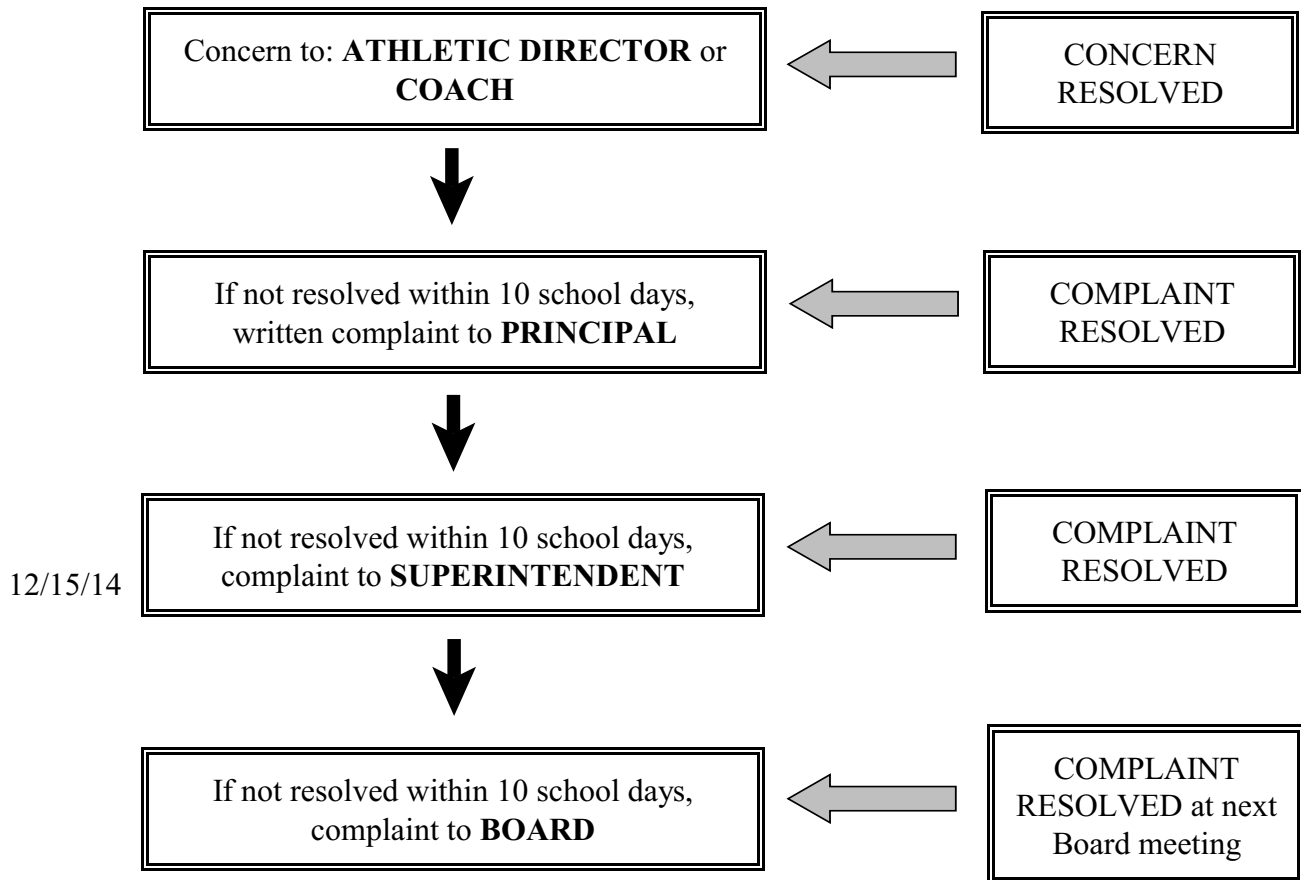
**Principal's Recommendation:** \_\_\_\_\_

\_\_\_\_\_  
Signature of principal

\_\_\_\_\_  
Date

Submitted to superintendent if not resolved at site \_\_\_\_\_ (Date)

## ATHLETIC COMPLAINT PROCEDURE FLOW CHART



The flow chart above provides procedure for handling a patron athletic concern in an orderly, timely and effective manner. As indicated, any patron who has a concern or complaint should: (1) take the concern directly to either the coach or the athletic director where the concern may be resolved; (2) if the concern is not resolved with either the coach or the athletic director, the athletic director will assist the patron in completing the formal complaint. From this point on, the procedure is outlined in Board policy KL - Public Complaints.