

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)

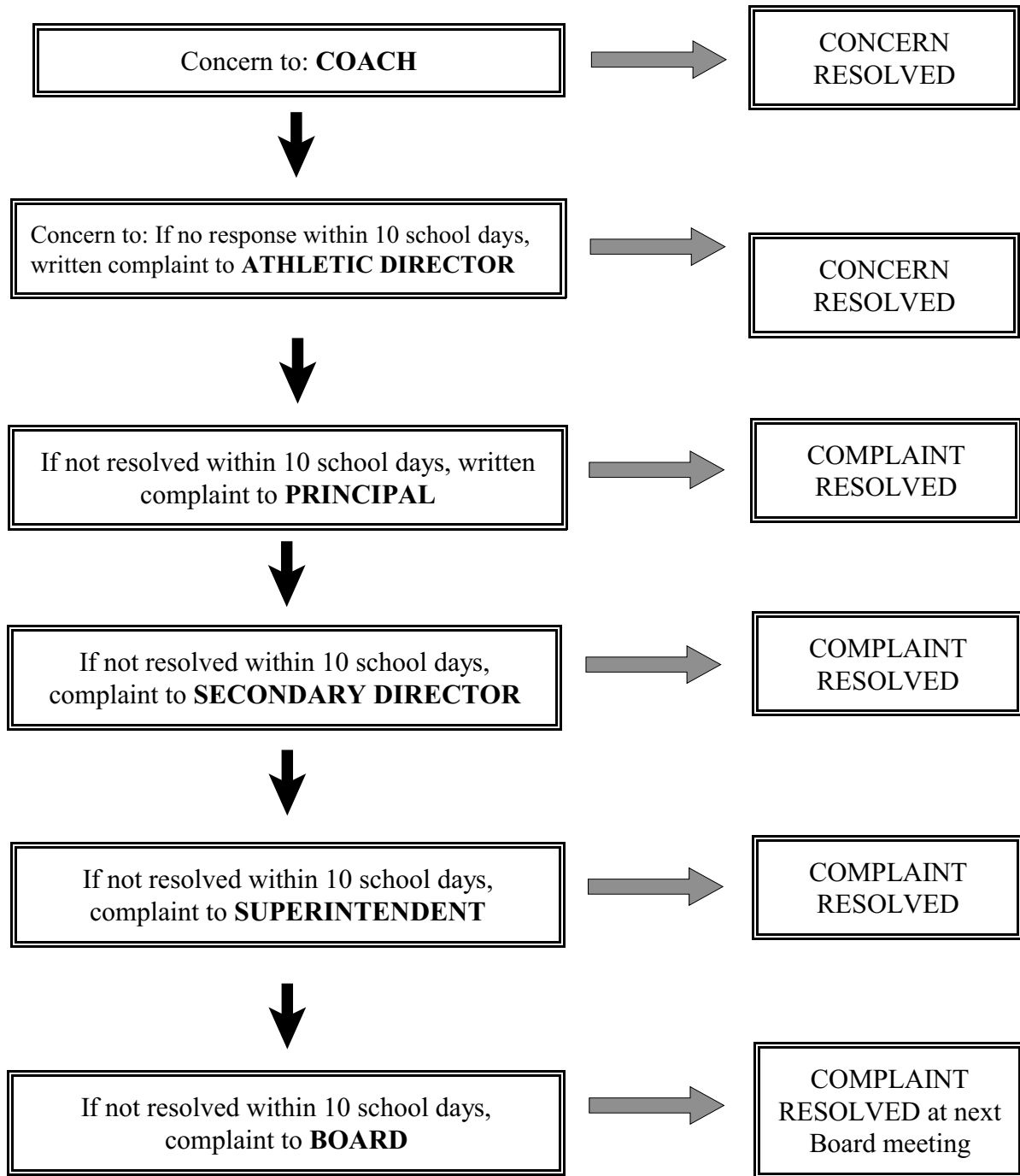
Principal's Recommendation: _____

Signature of principal Date _____

Submitted to secondary director if not resolved at the site _____ (Date)

Submitted to superintendent if not resolved at site _____ (Date)

ATHLETIC COMPLAINT PROCEDURE FLOW CHART



The flow chart above provides procedure for handling patron athletic concerns in an orderly, timely and effective manner. The number of days indicated at each level as the period for action is considered a maximum. Specified time limits may, however, be extended by notification in writing. 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 patron will file the formal complaint with the building administrator. From this point on, the procedure is outlined in Board policy KL - Public Complaints.