



FORMAL COMPLAINT FORM

Add space as required

PLEASE NOTE:

All information submitted by all parties to a complaint must be accurate and factual, based on personal knowledge of the incident, and not be based on conjecture or assumption.

All individuals submitting information relevant to this complaint be advised; should it be determined that a person has submitted a complaint that is frivolous or vexatious and/or provided information which is false or misleading supplementary discipline may result.

1. Name & Contact Information of the Complainant (individual filing the complaint):

Name:

Email -

Phone(s) -

2. Name & Contact Information of the Respondent (individual committing the infraction):

Name

Email -

Phone(s) -

3. Description of the infraction or breach of a bylaw/policy/rule that has led to this complaint being filed:

Date of Incident:

Time:

Teams Involved:

Location:

Member Organization:

Type of event: (E.g. League Game, tournament, etc.)

In your own words provide all relevant details on the complaint you are filing including the specific policy or rule violation that is alleged to have been breached.

Identification of the infraction or breach:

E.g. 1 - Player # 10, John Doe - committed assault of an official OR

E.g. 2 - Player # 10, John Doe committed a Code of Conduct Breach as per Article 21 of the SSA Code of Conduct & Ethics

4. Complainant Detailed Statement:

Your complaint should be thorough providing all relevant information you wish to be considered in the deliberation of this matter. The onus is on the complainant to fully make their case through this written submission.

5. Attach Supporting Materials (as applicable - for on field events a copy of the game sheet should be provided): E.g. Game Sheet, Special Incident Report, Pictures, Video, etc.:

6. How do you think this matter should be resolved? (Discipline Hearing, Dispute Resolution, other method – provide details).

As evidenced by my signature/email, I declare the information provided is true to the best of my knowledge and provide my consent to include my statement as part of this complaint:

Signature or Via Email

Witness Statement 1:

Provide the names & contact information for all witnesses to support the complaint along with their detailed statement.

Witness Name:

Email -

Phone(s) -

Detailed Witness Statement:

As evidenced by my signature/email, I declare the information provided is true to the best of my knowledge and provide my consent to include my statement as part of this complaint:

_____ Signature or Via Email

Add additional Witness Statements if applicable:

Witness Statement 2:

Provide the names & contact information for all witnesses to support the complaint along with their detailed statement.

Witness Name:

Email -

Phone(s) -

Detailed Witness Statement:

As evidenced by my signature/email, I declare the information provided is true to the best of my knowledge and provide my consent to include my statement as part of this complaint:

_____ Signature or Via Email