

**Highland Soccer Club
Official Complaint Form**

Date Submitted: _____

Complaint by: _____

Status/Official Position (President, Coach, Parent, etc.): _____

Phone Numbers: (m) _____ (h) _____

E-mail: _____

Mailing Address: _____

Please summarize the complaint/violation and the relevant Highland Soccer Club governing Parent, Player, and/or Coach Code of Conduct, Constitution, or Bylaw alleged to have been violated. If additional space is needed, you may attach additional pages.

Name of alleged violator(s): _____

Alleged violator's phone number (if available): _____

E-mail (if available): _____

In order to state a valid complaint, you must specify in reasonable detail all relevant factual allegations (e.g. persons involved, locations of events, chronology of events, etc.) of which you have personal knowledge. You may attach additional pages. Unspecified allegations based on hearsay generally will not be sufficient.

Name of Witness, Status/Title (administrator, coach, parent), Phone Number:

Additional Comments:

PLEASE ATTACH SUPPORTING DOCUMENTS (Examples: letters, match report, e-mail, Referee report, etc.)

Mail to:

Email: info@HighlandScotsSoccer.org

Address: Highland Soccer Club

P.O. Box 194

Marengo, OH 43334

Office Use Only. Do not write below this line.

Secretary and Complainant Representative:

I verify this complaint being filed against Highland Soccer Club will be brought before the Board has been received on _____ and will be added to the agenda for the Board Meeting dated no later than thirty (30) days from the date complaint was filed. A receipt of filed complaint shall be sent no later than ten (10) days from the date complaint was filed.

Signature of Secretary for Highland Soccer Club