

# Petaluma Panthers Football and Cheer

## Grievance Form

Instructions: To file a formal complaint, please fill out this form completely and submit it to the Petaluma Panther Youth Football and Cheer email at [petalumapantherpr@yahoo.com](mailto:petalumapantherpr@yahoo.com) or in person to a Board member. If you need help completing the form or want to discuss the issue before completing the complaint form, please contact the Board President, Vice President, Athletic Director, or Cheer Director for a meeting.

Please know that the information you submit will be held in confidence until you meet with a member of the Board to discuss the process that will be followed to investigate and resolve the situation.

### **PART 1: Person(s) Submitting the Complaint**

Person completing this form \_\_\_\_\_

Check One: \_\_\_ Athlete \_\_\_ Athlete's parent/guardian \_\_\_ Coach \_\_\_ Board Mem.

1. Athlete's Name: \_\_\_\_\_

2. Athlete's Parent Name: \_\_\_\_\_

3. Athlete's Telephone #: \_\_\_\_\_

### **PART 2: The Complaint**

1. Please describe the circumstances causing your complaint (give specific factual details, times, location, and name all individuals involved or who witnessed the situation), use an extra page if needed.

2. What was the date of occurrence? \_\_\_\_\_

3. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts.

Date:	With whom you communicated?	Describe conversation
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4. (OPTIONAL) Please describe the outcome or remedy you seek for this complaint.

Signature of Person Submitting Report: \_\_\_\_\_

Signature of PPYF&C Board member: \_\_\_\_\_

Date Filed: \_\_\_\_\_