

# Coos County Youth Sports

Revised/Reviewed: 10/30/21

## Complaint Form

Please use this form for general complaints and drop this off into one of our Donation/Comment locking /secure mail box (we have one on each field) . Attach additional sheets to this form, if necessary.

Describe complaint: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Source of your information: \_\_\_\_\_

Action requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print name here: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

### For Administrator Use Only

#### CCYS Documentation

#### Date

#### Complaint Form Turned In

Complaint received: \_\_\_\_\_

Date complaint received: \_\_\_\_\_

Received by: \_\_\_\_\_

Received by: \_\_\_\_\_

Parent/Coach/Player/ Other: \_\_\_\_\_

Date met with Coach: \_\_\_\_\_

Attach copy of response and other documents to this form for your records.

Date response sent: \_\_\_\_\_

Attach documents to the form for our records.

Action taken: \_\_\_\_\_

Complaint Procedure - CCYS

**This Form must ONLY be dropped into our black, locking, secure Donation/Comment mail box (thats located by both of our CCYS Old Bangor School fields)**