



CAPE YOUTH FOOTBALL ASSOCIATION, INC.

Formal Complaint Form

Complainant Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Affiliation: _____

Person(s)/Organization(s) Accused: _____

Specific rule, regulation, or policy allegedly violated: _____

Brief summary of occurrence: _____

Signature: _____ Date: _____



CAPE YOUTH FOOTBALL ASSOCIATION, INC.

FOR OFFICIAL USE ONLY – DO NOT MARK BELOW THIS AREA

NOTICE

() No action will be taken on the above charges because: _____

() Disciplinary Action (include individual/organization name(s), degree and length of sanctions): _____

() The above complaint warrants a formal hearing. Continue below.

Date: _____ Time: _____ Location: _____

Hearing Authority: _____

Panel Members: _____

NOTE

All charged parties must be given seven (7) days to prepare for the hearing, unless a Written Waiver of Notice is signed by those charged.

All parties charged have the right to be present, to introduce witness(es) and/or bring documents to support a defense, cross-examine witness(es) and inspect any item introduced as evidence at the time it is presented. Charged parties may be represented at the hearing by a person of their choice.

Signature and Title: _____



CAPE YOUTH FOOTBALL ASSOCIATION, INC.

HEARING REPORT

(Only in case of tribunal)

Statement of Findings:

() No violation(s) occurred

() Violation occurred

Briefly describe the reason(s) for the finding: _____

Disciplinary Action (include individual/organization name(s), degree and length of sanctions):

Signature and Title: _____ Date: _____

**Once complete, a copy of this document must be delivered to each party within fourteen (14) days of hearing. Proper and timely documentation at the local and national levels helps prevent possible misunderstanding and/or legal action.*