

**CRESWELL HIGH SCHOOL**  
**ATHLETICS COMPLAINT PROCEDURE**

<b>Complainant's Name:</b>	
<b>Date:</b>	<b>Sport:</b>

**1. Describe your complaint (additional pages may be added):**

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**NOTE:** CHS Staff may also ask that students complete a Green Student Statement Form at school and submit it to the building Athletic Director. This form can be found in Counselor's or Main Office.

**2. Describe the problem that led to the complaint:**

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**3. What steps have been taken to resolve the problem?:**

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**4. What adjustment is sought?:**

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<b>Signature of person initiating the complaint:</b>	<b>Date:</b>
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The following flow chart provides a procedure for handling athletic concerns in an orderly, timely, and effective manner. The number of days indicated at each level as the period for action is considered a maximum as we will attempt to reach resolution sooner rather than later. Specified time limits may be extended by notification in writing.

As indicated below, any athlete/family who has a concern or complaint should: (1) take the concern directly to either the coach or the athletic director where the concern may simplest be resolved; (2) if the concern is not resolved with the coach the athlete/family should file the complaint with the athletic director; if the complaint is not resolved with the athletic director the athlete/family should file the complaint with the building Principal.

### **ATHLETICS COMPLAINT PROCEDURE FLOW CHART**

**STEP 1:**

<b>Concern to Coach</b>	<input type="checkbox"/> <b>Complaint Resolved</b>	<input type="checkbox"/> <b>Complaint Unresolved</b>
<b>Date:</b>	<b>Notes:</b>	

**If concern is unresolved within 10 days, submit written complaint to:**

<b>Athletic Director</b>	<input type="checkbox"/> <b>Complaint Resolved</b>	<input type="checkbox"/> <b>Complaint Unresolved</b>
<b>Date:</b>	<b>Notes:</b>	

**If concern is unresolved within 10 days, submit written complaint to:**

<b>Principal</b>	<input type="checkbox"/> <b>Complaint Resolved</b>	<input type="checkbox"/> <b>Complaint Unresolved</b>
<b>Date:</b>	<b>Notes:</b>	

**If concern is unresolved within 10 days, submit written complaint to:**

<b>Superintendent</b>	<input type="checkbox"/> <b>Complaint Resolved</b>	<input type="checkbox"/> <b>Complaint Unresolved</b>
<b>Date:</b>	<b>Notes:</b>	

