

Complaint Form

If a BLBA member (player, coach, or parent) has a complaint regarding an incident that occurred at a BLBA activity, or believe that one of BLBA's policies or procedures has been violated, that person may file a written complaint (Complaint Form) to the BLBA Board of Directors with a request for appropriate action to be taken.

*Except in cases of substance abuse, physical assault, and/or sexual harassment or abuse, all parties should wait 24 hours after a problem occurs. This is a cooling off period so one doesn't act out of anger.

*After waiting the said time, attempt to discuss the problem with the person(s) involved and try to find a resolution. All matters should be kept internal and should not be discussed with outside parties.

*If you are still not satisfied after the discussion with the said party(ies), you must put your complaint in writing (Complaint Form) and submit it to the President.

*The incident **must** be written and documented by the complainant (Complaint Form) and given to the BLBA President (unless the situation became physical) within two business days. If necessary, the BLBA Board may meet to discuss repercussions and discipline. Before any repercussions or discipline is handed out, the BLBA Board must meet with the offender. The meeting must occur within five business days of the submitted complaint form (unless the situation became physical). Based upon the seriousness of the offense, the offender could receive suspensions.



Complaint Form



Whenever possible, complaints should be raised with the person or department directly involved. If you are unable to resolve your concern, you should complete this form.

Name: _____ Date of incident: _____

Phone: _____ Email: _____

Please briefly describe below the main points of your complaint.

What Have You Done to Resolve Your Complaint?

Explain briefly what steps you have taken to resolve your complaint. If you have not attempted to resolve your complaint, no action may be taken. Specify the dates and the persons to whom you made the complaint.

Supporting Documents: Please attach any supporting documents you may have to support your complaint.

Remedy: What would you like done about your complaint? Explain briefly what you might consider to be a satisfactory and reasonable resolution/remedy to your complaint.

Signature (your signature indicates what you said is factual without any misleading information)

_____ Date _____

Action Taken (Administration Only)
