



INCIDENT REPORT

FM Athletics strives to provide the highest quality program for its participants. Volunteer and player conduct is governed by our internal coach's contract as well as the National Federation of High School Associations Code of Ethics, which encourages all parents/guardians/spectators to follow the same guidelines to ensure fair, safe play. Our goal is to provide a positive experience to all members of our league, however, we realize that from time to time an issue may arise within our organization that requires attention. This incident form provides a centralized method in which an individual can present an issue for review.

Guidelines for submission:

- All incidents will be given a 24-hour "cooling down" period after the date/time of the event. No conversation will be started or decision made before that point.
- All incident reports should be presented on an individual basis. Group (or "pack") methods will not be accepted.
- Area board members decisions are final. Complaints may be retained to be used in the disposition of other incidents.

Area board members will review each submission that is completed thoroughly, thoughtfully and respectfully.

Your Name: _____ Phone #: _____

Email: _____ Team Name/Grade: _____

Date/Time of Incident: _____ Location of Incident: _____

Summary of Complaint –Please describe how the incident violated a specific rule or regulation of the league's rule book/coach's contract/NHSF code of ethics. Please provide a detailed factual scenario setting forth all relevant details in support of your assertion of a violation(s). Please include the name of the person(s) who may have violated the policies and their role(s) in the program.

Proposed Solution –Please remember, if you have a complaint, you must be part of the solution. Include at least **one** proposed solution to the complaint and your role in the resolution.

Please sign and date the incident report and email to the league at: fmafootball@gmail.com

Signature _____ Date _____

NO complaints will be acted upon unless a written, signed statement of the incident is provided.