



Western Loudoun Girls Softball League

Complaint Form

This form is to be completed if you wish to file a complaint against a coach, umpire, or board member connected to the Western Loudoun Girls Softball League. The board will respond to your complaint within 5 days. As a board, we hope you understand that the board members and coaches are volunteers. We do have a process for issue resolution. Before sending this to the board, please work through the appropriate channels as designated below. Thank you.

Issue Resolution Process:

1. The issue should be communicated to player's Head Coach in a respectful manner, (WLGSL recommends waiting until the following day, before communicating the issue to allow emotions from interfering with issue resolution.)
2. If the issue is not resolved with the Head Coach, then the issue should be communicated to the appropriate Age Group or Select Team Commissioner in a respectful manner.
3. If the issue is not resolved with the appropriate Age Group or Select Team Commissioner, then the issue should be communicated in writing to the WLGSL Board (board@wlgsl.org). The Board will communicate with the Head Coach, appropriate Age Group or Select Team Commissioner and with any parties involved with the issue and resolve the issue. All decisions of the WLGSL Board are final.

Instructions: Fill out form and email to President@wlgsl.org . Please put "WLGSL OFFICAL COMPLAINT" in subject line.

Type of Complaint: _____ Date: _____

Complainant: _____ Disclose: Yes/No

Phone: _____ Email: _____

Age Group: _____ Team Name: _____ Daughter's Name: _____

Person you are complaining about: _____

Position of that person: _____ Date Incident Occurred: _____

Describe Incident: _____

List any witnesses who can verify your complaint:

Name: _____

Phone: _____ Email: _____

Name: _____

Phone: _____ Email: _____

Name: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

FOR BOARD USE ONLY:

Response of the offender: _____

Responded to by: _____ Date: _____

Board's action: _____
