**EFOA**

**INCIDENT REPORT**

**2017**

**Complaints to the Edmonton Football Officials’ Association**

**We do not accept letters, texts, e-mails, film, and phone calls directly from parents, spectators, team officials, media or players.  If you feel a complaint is warranted, bring it to your team management (Club president/Principal/ Athletic Director/Team Manager/Dean) who will follow our procedure and forward the concern to us. The letter must be delivered no later than seven days following the game in question.**

***Step One:*** Letter from ***team management*** to: Edmonton Football Officials’ Association

*Letter must include the following:*

*1. Date of game*

*2. Location of Game*

*3. Names of officials (obtained from the game sheet)*

*4. Nature of Concern*

*5. Name, Address (e-mail or home), and Phone Number of concerned person.*

***Step Two:***If the Edmonton Football Officials’ Association feels there is merit to the concern they will proceed to step three.

***Step Three:*** Investigation into the concern by an ad hoc committee, this committee will consist of members of the Edmonton Football Officials’ Association. The committee will proceed to step four in a timely manner.

***Step Four:***  Response back to team management will be prepared by the Edmonton Football Officials’ Association.