

**HARASSMENT
FORMAL COMPLAINT FORM**

FOR

AVALON WOLVES POP WARNER

If you do choose to use this form, please include all the information requested below in your complaint. By being as specific as possible when discussing incidents of harassment, discrimination or retaliation, you will assist the investigators in the fact-gathering process. Be sure to include the date(s) the incident(s) occurred, the name(s) of the person(s) involved and the name(s) of those who may have witnessed the incident. Your complaint is not limited to the space provided. You are encouraged to attach additional materials, which may assist in the investigation process. **Please note that information provided on this or any other form is not considered an official complaint unless it is signed by you and dated. Harassment/Discrimination complaints may not be submitted by e-mail.**

Upon receipt of your complaint, the Avalon Wolves Board will review it. If it is determined that your complaint is complete, timely and raises covered issues, an investigation will be initiated, and you will be informed of the outcome of the investigation.

Name: _____

First

Middle

Last

Address: _____

Street or P.O. Box

City

State

Zip

Phone: *Day* _____ *Evening* _____

E-Mail Address: _____

I Am A: Parent Student Other: _____

Did the person you are complaining against state a reason for the action prompting your complaint? If yes, please describe:

Describe why you believe the incident you described was related to your race, sex, or whatever basis you indicated above, or why you believe you were retaliated against:

List and describe all documents, e-mails, records, materials and other evidence pertaining to your complaint:

List and identify all witnesses to the incident(s) or persons who have personal knowledge of information pertaining to your complaint:

Have you previously reported or otherwise complained about this or related acts of harassment, discrimination or retaliation to a Board Member or official? If so, please identify the individual to whom you made the report, the date you made the report and the resolution.

Please submit any additional information pertaining to the alleged discrimination:

Describe the injury or harm you suffered because of the alleged harassment:

What would you like the Avalon Wolves Board to do as a result of your complaint -- what remedy are you seeking:

Complaint Acknowledgment:

I certify that to the best of my knowledge the information that I have provided is accurate and the events and circumstances are as I have described them.

I understand and acknowledge that a copy of this complaint, along with the attachments, may be furnished to the alleged offender ("respondent"). I have attached to this complaint any supportive evidence and/or documentation such as e-mails, records, materials that I believe supports my allegation. I also understand and consent to the disclosure of information contained in this complaint to appropriate administrators, board members and witnesses interviewed for the purpose of investigating this complaint. I understand that I will have to provide contact information of witnesses identified in this complaint. I am willing to cooperate fully in the investigation and provide whatever evidence the Board deems relevant.

I understand that the nature of this complaint, correspondence, and all discussions conducted in the course of investigation of the information contained in this complaint are confidential.

Signature: _____ Date: _____

HARRASSMENT

The causes and forms of harassment are wide-ranging and complex. The same behavior may be inoffensive to one person and deeply offensive and intimidating to another. Unintentional or misinterpreted behavior may cause feelings of harassment.

The examples given below, which include unacceptable physical and verbal conduct, are not exhaustive.

- Sexual harassment: Examples include unnecessary touching, jokes of a sexual nature, inappropriate use of suggestive visual display unit material, intimidating behavior such as asking for sexual favors in return for positive assessment.
- Racial harassment: Examples of racially motivated actions and behavior include inappropriate questioning about racial or ethnic origin, offensive graffiti and intimidating behavior such as threatening gestures.
- Personal harassment: Examples based on lack of tolerance of personal difference include making fun of personal circumstances or appearance.
- Bullying: Examples of this form of psychological and/or physical harassment include unmerited criticism, isolation, gossip or behavior that is intimidating or demeaning.
- Harassment on grounds of sexual orientation: Examples include homophobic remarks or jokes, threats to disclose sexuality and intimate questions about sexual activity.
- Harassment of disabled people: Examples that undermine the dignity of people with disabilities include discussion of the effects of a disability on an individual's personal life, uninvited touching or staring, and inappropriate questioning about the impact of someone's disability.
- Age harassment: Examples include derogatory age-related remarks.
- Stalking: Examples include leaving repeated or alarming messages on voice mail or e-mail, or unwelcome trip to a person's home.