**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 request must be delivered no later than seven days following the game in question.**

***Step One:*** Contact from ***team management*** to: EFOA by email to info@efoa.ca

*Must include the following:*

*1. Date of game*

*2. Location of Game*

*3. Nature of Concern*

*4. 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. If it is considered to have no merit, move to step four.

***Step Three:*** Investigation into the concern by an ad hoc committee, this committee will consist of members of the Edmonton Football Officials’ Association. After deliberation, 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.