

# Hilton Sparks Complaint Form

Contact Information:

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: (home): \_\_\_\_\_

(work): \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Email address: \_\_\_\_\_  
\_\_\_\_\_

**Team Name:** \_\_\_\_\_

**Age/Group** \_\_\_\_\_

**Complaint Information**

**Date of the incident:** \_\_\_\_\_

**Team Name:** \_\_\_\_\_

**Age/Group:** \_\_\_\_\_

**Name of Coach :** \_\_\_\_\_

**Person of Concern:** \_\_\_\_\_

**Reason For Concern:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witness:** \_\_\_\_\_

**Contact Numbers: (Home)** \_\_\_\_\_

**(Work)** \_\_\_\_\_

**(Cell Phone)** \_\_\_\_\_

Please be advised that in order to promptly consider your complaint, Hilton Sparks Board of directors will need:

**A written statement from you.** Please include the specific violations that you are charging if you know them. This statement should be detailed and include dates, locations, etc. Keep in mind that this statement will be used to determine the validity of your complaint, so a thorough and complete explanation is necessary.

**Any supporting documentation (if applicable).** Which you believe, is relevant to the charges you have raised.

**Written Statements from witnesses (if applicable).** Describing the events in question from any individuals you wish to reference; it is helpful to include contact information.

**Upon receipt of this completed form, a representative of Hilton Sparks Inc. will contact you to discuss your concern and possibly set up a meeting to address it with the board as a whole.**

To help us serve you better  
Please include a copy of this form with your letter of complaint  
Anonymous complaints will not be considered