

## **KAYBC Concern Form Process**

The form is located as a link right on the KAYBC website on the Home Page called “KAYBC Concern Form.”



**KAYBC Concern Form**

Once the above is clicked, a PDF shows up for the submitter.

The form should be filled it out entirely, with as many details as possible, by the submitter. Only the details above “Office Use Only” need to be filled out. The name and signature of the submitter does need to be supplied on the form in case further questions/clarifications are necessary regarding the concern. The information supplied in the concern form, though, will never be shown/shared directly with the player or coach that it is in reference too. It is anonymous from that standpoint.

The submitter will send the form in via email to [kaybc1999@gmail.com](mailto:kaybc1999@gmail.com) or else mail to the secretary. The address to do so is on the form.

Here is the process after submission:

- The secretary will work directly with the President of the club for initial review.
- Most likely the concern will be sent to the 4 officers of the club to determine next steps.
- A series of discussions and meetings could result to figure out the details of the situation at hand. The necessary people will be brought into the process. This could be different in every situation, as each one will be unique.
- The submitter will get periodic updates on the review process.
- A final decision will be documented at the bottom of the form and stored away for historical purposes.
- If actions are necessary based on the concern, the impacted parties will be made aware.
- The submitter will receive a final follow up at the resolution of the concern.
- The concern will remain in the KAYBC board records as reference.