



**ST. JOHN THE EVANGELIST - A ROMAN CATHOLIC PARISH FAMILY**  
**Appendix C - CYO ATHLETICS RECOMMENDATION / ISSUE NOTIFICATION FORM**



**Procedure to Address Complaints:**

St. John the Evangelist CYO has a standing committee to address violations of our Code of Conduct. The link between parent and the committee is the Sport's Director (i.e. Dino De Iuliis, Basketball). In the event an issue arises, the following procedure should apply:

- > Address the issue with the person directly either verbally or in writing, within one week of the incident or issue at hand.
- > If there is no satisfactory resolution, then the complainant must, within one week, and in written form, notify the respective Sports Director.
- > All matters that are directed to the Board and Pastor (if necessary) will be responded to within two weeks of the receipt of the complaint.
- > Decisions and actions by the Board and Pastor (if necessary) to address the complaint are final.

<b>Date of Submittal to SJE CYO Athletic Board:</b>	
<b>Parent Name:</b>	
<b>Student Name:</b>	
<b>Team:</b>	
<b>Coach Name:</b>	
<b>Assistant Coach:</b>	
<b>Date Coach / Assistant Coach Notified of Recommendation / Issue:</b>	
<b>Description of Recommendation / Issue:</b>	

***For SJE Athletic Board Use Only***

<b>Date Received:</b>	<b>Date of Response:</b>
<b>Response Number (e.g. 00021):</b>	
<b>SJE Athletic Board Response:</b>	