

Hampshire Dome Complaint Process

Reminder from Parent Code of Conduct:

Anyone that wants to file a complaint can do so after a 24 hour cool off period and must submit it to the Director of Athletics for review with the General Manager. Please be advised this process takes time to review both sides of the complaint, interview those involved and review video camera recording to make a competent decision on how to proceed forward.

Please include the following:

- (1) Your contact information, full name, address, phone number and email address
- (2) The Name of the person you are contacting
- (3) A clear and concise description of the issue
- (4) Briefly state your reason for writing and the date of the incident
- (5) Clearly explain the problem, including specific date and times and relevant details
- (6) Clearly state what you would like the Hampshire Dome to do to resolve the issue
- (7) If applicable, mention any receipts, order numbers or other documentation
- (8) Please provide names of all those involved in the incident

Please submit all complaints to:

Sean Wisbey

Director of Athletics

Hampshire Dome

swisbey@hampshirehills.com

