



## DAWSON CREEK MINOR HOCKEY ASSOCIATION (DCMHA)

Please refer to complaints policy in the DCMHA Policy Manual

### Complaint Form

DCMHA recognizes that concerns and conflicts may arise before, during, or after the hockey season. To ensure respectful communication and fair resolution of issues, the following procedures have been established and approved by the DCMHA Executive. All formal complaints and investigations shall be handled with strict confidentiality. All parties involved, including complainants, respondents, witnesses, and committee members, must refrain from discussing the matter publicly (including on social media) while the investigation is ongoing. Breaches of confidentiality may result in disciplinary action.

No individual shall face retaliation or adverse treatment because of filing a complaint or participating in an investigation. Any attempt to retaliate will result in disciplinary consequences.

**DCMHA does not accept anonymous complaints. All complaints must be made and signed by the complainant to be considered valid.**

Formal complaints should be submitted within 30 days of the incident in question, unless exceptional circumstances apply (e.g., harassment, abuse, or newly discovered evidence).

Complainant Information:					
First Name:			Last Name:		
Address:			City/Town:		
Phone Number:			Email Address:		
Submitter is: (circle one)	Player	Parent	Volunteer	Official	Other
Respondent Information:					
First Name:			Last Name:		
Title/Role:			City/Town:		
Date Incident(s) Happened:			Location of Incident:		
Describe the incident and the reason for your complaint, include any witnesses or other pertinent information:					
What remedy/resolution are you seeking?					
Date Submitted to DCMHA: Submitted To: (list all)					
Signature of Complainant: Received By:					

**\*\*All fields must be filled in completely - submission is not considered without name and signature of complainant filing\*\***