



FORMAL COMPLAINT FORM

Add space as required

PLEASE NOTE:

All information submitted by all parties to a complaint must be accurate and factual, based on personal knowledge of the incident, and not be based on conjecture or assumption.

All individuals submitting information relevant to this complaint be advised; should it be determined that a person has submitted a complaint that is frivolous or vexatious and/or provided information, which is false or misleading, supplementary discipline may result.

1. Name & Contact Information of the Complainant (individual filing the complaint):

NAME: _____

EMAIL: _____

PHONE NUMBER(S): _____

2. Name & Contact Information of the Respondent (individual committing the infraction):

NAME: _____

EMAIL: _____

PHONE NUMBER(S): _____

3. Description of the infraction or breach of a bylaw/policy/rule that has led to this complaint being filed:

DATE OF INCIDENT: _____ TIME: _____

TEAMS INVOLVED: _____ LOCATION: _____

MEMBER ORGANIZATION: _____

TYPE OF EVENT (ie. League game, tournament, festival, etc): _____



5. Attach Supporting Materials (as applicable – for on field events a copy of the game sheet should be provided):
i.e., Game Sheet, Special Incident Report, Pictures, Video, etc.:

6. How do you think this matter should be resolved? (Discipline Hearing, Dispute Resolution, other method – provide details).

As evidenced by my signature/email, I declare the information provided is true to the best of my knowledge and provide my consent to include my statement as part of this complaint:

Signature or via email: _____

