

# ROCKY MOUNTAIN FEMALE HOCKEY LEAGUE COMPLAINT FORM



Please follow the below process:

- Always wait 24 hours, to allow a cooling off period, before commencing a complaint with the RMFHL.
- The complaint form must be fully completed prior to submitting it to the RMFHL.
- **Anonymous complaints will not be accepted by the RMFHL.**
- The complaint form must be signed off by either the Female Director or President of your respective local minor hockey association.
- Please be advised that the RMFHL cannot guarantee complete confidentiality. Information provided in the Complaint Form may be shared with those in which the complaint is being made against. In completing this form and submitting it to the RMFHL, you are hereby consenting to the RMFHL sharing information for the purposes of addressing the complaint.

Please complete the following:

1. Person making the complaint:
- |                 |                |               |
|-----------------|----------------|---------------|
| Team Member     | Director       | Game Official |
| RMFHL Volunteer | Other –specify |               |

<b>Name</b>		
<b>Address</b>		
<b>City / Town</b>	<b>Province</b>	<b>Postal Code</b>
<b>Telephone Number</b>	<b>Email Address</b>	

2. Person on whose behalf the complaint is made: (only complete if different than above)

<b>Name</b>	
<b>Telephone Number</b>	<b>Email Address</b>

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### 3. Name of person(s) against whom you are complaining, if known:

<b>Name</b>	
<b>Title / Role</b>	<b>Name of Association</b>
<b>Name</b>	
<b>Title / Role</b>	<b>Name of Association</b>

### 4. Please provide a detail summary of the incidents you are complaining about. Your summary must answer the seven questions below. You may attach any additional documents as you feel are necessary. Witness statements and any recorded video would be appreciated if available.

a. Date and Time the incident(s) happened.

b. What was the Division / Tier?

c. What was the Game number (can be obtained from the website if not known)?

d. Where did the incident(s) occur?

e. Who was involved in the incident (Team information, Name and title/role)?

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f. Please explain what happened?

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g. What remedy or resolution are you seeking?

Signature of Complainant	Date

Signature of Director / President	Date