



## FORMAL COMPLAINT & SPECIAL INCIDENT REPORT FORM

Submit to: [VSAinfo@valleysoccer.ca](mailto:VSAinfo@valleysoccer.ca) or PO Box 931, Warman, SK S0K 4S0

This form must be used to report all formal complaints and significant incidents. This form must be submitted to the VSA within 14 business days of the incident with all fields completed.

Date of the Incident: \_\_\_\_\_ Approximate Time: \_\_\_\_\_

Location at which the incident took place: \_\_\_\_\_

Person(s) involved in the incident: \_\_\_\_\_

Describe the Incident (add space as required):

Identify any witnesses & their contact info: \_\_\_\_\_

***Please provide the following additional information as relevant and required:***

Attached #\_\_pages Additional Supporting Information (describe): \_\_\_\_\_

**REQUIRED PERSONAL INFORMATION** (unnamed reports may not be accepted):

Completed by: \_\_\_\_\_ Position (parent,coach,etc): \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only:**

Date received: \_\_\_\_\_ Staff Name: \_\_\_\_\_