



# Complaint Form

GFWMHA Complaint Procedures



The GFWMHA Executive and its Disciplinary Committee review complaints from parents, spectators, team officials, or players. If you feel a complaint is warranted, please use the following form:

## COMPLAINT FORM

- Complaints will only be addressed if they are fully completed, have contact information and are signed by the submitter.
- GFWMHA cannot guarantee complete confidentiality. Portions of the contents of this document may have to be shared with the appropriate persons in an effort to resolve the complaint. By completing the form, you agree that GFWMHA may share some or all of this information in the process of resolving the complaint.
- If found in violation of GFWMHA, HNL, or Hockey Canada policy subjects of this complaint may face discipline from the appropriate organization.
- Email the fully completed form to **GFWMHA2021@gmail.com**

**1. Person Making the Complaint**     Coach     Official     Other \_\_\_\_\_

First Name		Last Name	
Address			
City / Town	Province	Postal Code	
Telephone Number	Cell Number	Email	

**2. Name of person(s) against whom you are complaining if known:**

First Name		Last Name	
Position in our association (ie. Coach/Player/Parent/etc)			
First Name		Last Name	
Position in our association (ie. Coach/Player/Parent/etc)			

**3. Details of the persons involved, association, the game location, the Division or the event involved in this complaint:**

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**4. Particulars:** Provide a summary of the incident you are complaining about. Your summary must answer the following questions. You may attach any additional documents as you feel are necessary. Witness statements would be appreciated if available.

<ol style="list-style-type: none"><li>1. Date and Time the incident(s) happened.</li><li>2. Where did the incident(s) happen?</li><li>3. Who was involved (Team information/Name and Title/Role)</li><li>4. What happened?</li><li>5. What remedy or resolution are you seeking?</li><li>6. Is there evidence to support this complaint? (video, email, texts, Social Media post, etc)</li></ol>
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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Complainant