



# COMPLAINT SUBMISSION FORM

An individual who files a complaint is responsible for:

- Reporting the incident(s) as soon as possible
- To provide as much detail about the alleged incident(s)
- To provide any documentation which may support the complaint such as emails, social media screen shots, messaging screen shots etc.
- Ensure strict confidentiality of everyone involved in the incident
- Cooperating fully in any resolution process or investigation which may occur
- Not knowingly submitting false information

## PERSON FILING THE COMPLAINT

<b>NAME:</b> <input type="text"/>	<b>DATE OF SUBMISSION:</b> <input type="text"/>
<b>MAILING ADDRESS:</b> <input type="text"/>	<b>CITY/TOWN:</b> <input type="text"/>
<b>PROVINCE:</b> <input type="text"/>	<b>POSTAL CODE:</b> <input type="text"/>
<b>PHONE NUMBER:</b> <input type="text"/>	<b>EMAIL ADDRESS:</b> <input type="text"/>

Have you contacted any authorities in relation to your concern(s)?    Yes    No

If yes, please list the organization to which your concern was directed (e.g. police, child protection agency):

Please list the date and time of contact:

Contact information for individual at respective organization:

## DESCRIPTION OF INCIDENT

Please describe the incident(s) of misconduct in as much detail as possible, including the name and role of the person(s) in which the complaint is against, nature of the incident(s), dates, locations, names and contact information of potential witnesses, response (if any), and all other pertinent information. Definitions which are outlined within Rugby Canada's SafeSport policy suite may be a helpful resource. Please attach additional pages should you need to, as well as any supporting documents.

For more information, please review the Rugby Canada's Safe Sport Policy Suite at [rugby.ca](http://rugby.ca).



# COMPLAINT SUBMISSION FORM

## DESCRIPTION OF INCIDENT

A large, empty light gray rectangular area intended for the user to provide a detailed description of the incident.

For more information, please review the Rugby Canada's Safe Sport Policy Suite at [rugby.ca](http://rugby.ca).