



FIELD HOCKEY CANADA COMPLAINT FORM

SUBMIT THE COMPLETED FORM AND ATTACHMENTS TO: (DEDICATED EMAIL ADDRESS)

(2 page form – please complete in full)

Section 1: Person Filing the Complaint (<i>the Complainant</i>)			
Name:		Date of Filing:	
Mailing address:		City, Province:	Postal Code:
Phone number (day):	Phone number (evening)	Local Club:	
Email:		Signature of Complainant:	
Parent / Guardian Submission: Is This Complaint Being Made on Behalf of a Minor? <input type="checkbox"/> No <input type="checkbox"/> Yes			
If yes, provide the name and age of the minor and your relationship to the Minor.			
Has This Complaint <u>Also</u> Been Filed with 1.) a Provincial Field Hockey Association <input type="checkbox"/> No <input type="checkbox"/> Yes 2.) a Local Field Hockey Club <input type="checkbox"/> No <input type="checkbox"/> Yes			
Section 2: Person Against Whom the Complaint is Being Made (<i>the Respondent</i>)			
Name:			
Mailing address:		City, Province:	Postal Code:
Phone number (day):	Phone number (evening)	Local Club:	
Email:			
Is this Person a Minor? <input type="checkbox"/> No <input type="checkbox"/> Yes If known, Name of The Parent or Guardian of This Minor.			
Section 3: COMPLAINT: Describe the incident(s) of maltreatment or other misconduct in detail, including dates, locations, witnesses and all pertinent information (attach additional pages if necessary)			



(CONTINUED) Describe the incident(s) of maltreatment or other misconduct in detail, including dates, locations, witnesses and all pertinent information

Is any supporting documentation available? Please specify:

Please outline any additional information that would be helpful in investigating this complaint.

Section 4: Case Manager Receipt of Complaint and Process Checklist

Case Manager:

Date received:	Date acknowledged:	Acknowledged by:	Date of Initial FHC Contact of Complainant
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Is Complaint Complete? No Yes Date Complete: _____ Has Complainant Been Advised? No Yes

If no - what is still required?

Does the Complaint Meet the Requirements of the Field Hockey Canada **Complaints and Discipline Policy**? No Yes
(Field Hockey Canada jurisdiction, complete submission, not being dealt with by a Member Association or Club.)

If no – advise that complaint cannot go forward through FHC: Yes Date: _____

Process Steps:

1. Initial Screening Level of Infraction? Minor Infraction – forward to Designated Person of Authority (name)
 Major Infraction – Proceed as per FHC Major Infraction Procedures
2. Notification of Respondent: Yes Date: _____
3. Mediation: No Yes (go to #6) Date Complete: _____
4. Case Manager Report Complete: Yes Date: _____
5. Date of Disciplinary Hearing: _____
6. Decision Submitted to Respondent and Complainant: Yes Date: _____
7. Decision and Confidential Materials Sent to Field Hockey Canada office: Yes Date: _____

RECEIVED BY Field Hockey Canada Name and Position: _____

Field Hockey Canada Signature: _____

Date: _____