

# Canada 55+ Games

## CODE OF CONDUCT COMPLAINT FORM

**INSTRUCTIONS:** To file a formal complaint, please fill out this form completely and submit it to the Event Coordinator or applicable CSGA Director. If you need help completing the form, or want to discuss the issue before completing the complaint form, please contact the applicable CSGA Director for a meeting.

Contact information:

\_\_\_\_\_, \_\_\_\_\_

Please know that the information you submit will be held in confidence until you meet to discuss the process that will be followed to investigate and resolve the situation.

### PART I: Person(s) Submitting the Complaint

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

You wish to have another person(s) attend the meeting please provide the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

### PART II: The Complaint

1. Please describe the circumstance causing your complaint (give specific factual details, times, location, and name all individuals involved or who witnessed the situation).

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2. What was the date of the circumstances causing the complaint? \_\_\_\_\_

3. Explain how you have been harmed by the circumstance.

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4. Describe any efforts you have made to resolve your complaint informally and the responses to your efforts.

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Date: \_\_\_\_\_ With whom did you communicate? \_\_\_\_\_

Describe your conversation

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5. (Optional) Please describe the outcome or remedy you seek for this complaint.

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Signature of Person submitting this report: \_\_\_\_\_

Signature of person receiving complaint form: \_\_\_\_\_

Date Filed: \_\_\_\_\_