

SASKATCHEWAN SENIOR FITNESS ASSOCIATION (SSFA)
Code of Conduct Complaint Form

INSTRUCTIONS: To file a formal complaint, please fill out this form completely and submit it to the Event Coordinator and / or SSFA Provincial President. If you need help completing the form, or want to discuss the issue before completing the complaint form, please contact the SSFA Provincial President 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).

2. What was the date of the circumstances causing the complaint? _____

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

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

Date: _____ With whom did you communicate? _____

Describe your conversation

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

Signature of Person submitting this report: _____

Signature of person receiving complaint form: _____

Date Filed: _____