



Dispute Resolution form

(to be used for complaints filed)

Have you honoured the **24 Hour Rule**? Yes No *(please see our website for information on the 24 Hour Rule before proceeding)*

COMPLAINANT INFORMATION

Name of individual filing _____

Phone _____ Cell _____

Email _____

In what capacity are you a member of the Kamloops Community Football Society?

Coach Board Member Manager Parent Player Volunteer

Other _____

What team are you associated with Atom (U10) Pee Wee (U12) Jr Bantam (U14) Bantam (U16)

Other _____

INCIDENT INFORMATION

Date and Time of Incident _____

Location of Incident _____

COMPLAINT INFORMATION

Complaint is being filed against _____ (Respondent)

In what capacity is the Respondent a member of the Kamloops Community Football Society?

Coach Board Member Manager Parent Player Volunteer

Other _____

Were there other parties directly involved in the incident? Yes No

If yes, Please input their info below:

#1 Name _____ Phone/Cell _____

#2 Name _____ Phone/Cell _____

#3 Name _____ Phone/Cell _____



Were there witness' to the incident? Yes No

If yes, please input their info below:

#1 Name _____

#2 Name _____

#1 Phone/Cell _____

#2 Phone/Cell _____

#1 Signature _____

#2 Signature _____

DESCRIPTION OF EVENT(s) OR INCIDENT(S)

Please include circumstances leading up to the event(s), the specifics around the incident(s), and the situation upon dispersal.

Complaint:

I declare, to the best of my knowledge, that the information contained in this complaint is correct.

Signature _____ Date _____

If the Complainant is a minor when the complaint is filed, this form must be co-signed by the minor's parent or legal guardian.

Declaration of the Co-Signer: "I have read the completed Compliant Form and understand that the information contained in this Complaint is correct.

Signature _____ Date _____



Please submit your complaint form to the team manager. The form will then be submitted to the Dispute Resolution Committee and our resolution process will begin. If you would like more detail of our resolution process please visit our website at www.kcfs.ca under the "RESOURCES" tab.

Manager Received on: _____ Time: _____ Submitted To: _____

BOARD MEMBER/DISPUTE RESOLUTION COMMITTEE USE ONLY

Complaint Received on: _____ Time: _____ Submitted To: _____

Date of Contact and Confirmation with Respondent: _____

Complaint Resolved? Yes No Date: _____

Description of how the complaint was resolved.

Notification of resolution sent to:

Complainant Date and Time: _____

Respondent Date and Time: _____