

## **Appendix B**

### **Salto Gymnastics Club Complaint Submission Form**

Salto Gymnastics Club is committed to being a leader in Alberta in providing a safe, healthy, and inclusive gymnastics environment for all individuals. Participants in Salto Gymnastics Club programs and activities, including athletes, coaches, judges, sport administrators, parents/guardians, volunteers, and others, should be able to engage in a positive sport environment free of abuse, discrimination, and potential harm. Salto Gymnastics Club is committed to ensuring that all of our participants are able to enjoy the sport in a safe and inclusive environment that is free of abuse, harassment, and discrimination. Ensuring a safe environment is a shared responsibility of each individual member in our gymnastics community. For events/activities related concerns, please complete the following form to the best of your ability and submit to Shelli Teshima, Salto Gymnastics Club Board President; [president@saltogymnastics.ca](mailto:president@saltogymnastics.ca)

An individual who files a complaint has the following responsibilities:

- To report the incident(s) as soon as possible, especially if their safety and/or the safety of others is at risk;
- To provide as much detail as possible about the alleged conduct, including the date, time, and location of the incident(s), the name of the person alleged to have engaged in misconduct, details of what happened and/or what was said, cite specific references of the policy or code alleged to have been breached, names of any witnesses, description of action taken (if any), and copies of any documents that may be relevant, e.g. a letter, email, or note that pertains to any matter in issue;
- To cooperate fully in the investigation and resolution of any concerns, incidents, and complaints;
- To uphold the strict confidentiality of all individuals involved in the matter;

To refrain from knowingly submitting a false, malicious, or vexatious report of misconduct or complaint to Salto Gymnastics Club. For more information, please review the Salto Gymnastics Club Discipline and Complaints Policy. If you have questions or concerns prior to submission, please contact: Shelli Teshima, Salto Gymnastics Club President; [president@saltogymnastics.ca](mailto:president@saltogymnastics.ca)

Section 1: Person Filing the Complaint		
Name:	Date of Submission:	
Mailing address:	City, Province:	Postal Code:
Member club:	Phone number:	
Email address:		

Section 2: General Complaint Information
<p>Is this complaint being submitted on behalf of a minor (under 18 years old)? Yes/No</p> <p>If yes, please provide the name, age, and Member club/province of the minor:</p> <p>_____</p> <p>_____</p> <p>If yes, please state your relationship with the minor (e.g. parent/guardian, coach, other):</p> <p>_____</p> <p>If you are not the parent/guardian of the minor, please confirm whether you have made the parent/guardian aware of the complaint: Yes/No</p> <p>Please provide the name and contact information of the parent/guardian:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Have you contacted any authorities in relation to your concern(s)? Yes/No</p> <p>If yes, please list the organization to which your concern was directed (e.g. police service, child protection agency):</p> <p>_____</p> <p>_____</p> <p>Please list the date and times of contact:</p> <p>_____</p> <p>_____</p>

Contact information for individual at respective organization:

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Section 3: Nature of Complaint – Brief Explanation

<input type="checkbox"/>	Athlete assistance	
<input type="checkbox"/>	Athlete selection	
<input type="checkbox"/>	Board relationships	
<input type="checkbox"/>	Coach selection	
<input type="checkbox"/>	Code of conduct	
<input type="checkbox"/>	Harassment/Abuse	
<input type="checkbox"/>	HR issue	
<input type="checkbox"/>	General misconduct	
<input type="checkbox"/>	Parent Issue	
<input type="checkbox"/>	Other	

Please describe the incident(s) of misconduct in as much detail as possible, including the name, member club/province, and role of the person(s) in which the complaint is against, nature of the incident(s), specific code element or policy provision breached, dates, locations, names and contact information of potential witnesses, response (if any), and all other pertinent information.

Please attach additional pages and any supporting documentation that may be helpful in reviewing the complaint.