

Regina Synchronized Skating Teams

COMPLAINT REPORT

Your Name

Date and Time of Incident

Location of Incident

People Involved in Incident

Witnesses to Incident

Description of Incident

Regina Synchronized Skating Teams Complaint Policy DRAFT

Any complaint against any coach, skater, parent, or board member of Regina Synchronized Skating Teams (the club) will be made in writing within 15 days following the incident about which the complaint is being made. All written complaints will be addressed to the Regina Synchronized Skating Teams Executive Board (the board) President, unless the President is named in the complaint, in which case the complaint will be addressed to the Vice President, or another board member not named in the complaint. Complaints will be sent via email to rsstcommunications@hotmail.ca or submitted in person to the President or Vice President of the board.

Any complaints of illegal activity (including, but not limited to, accusations of abuse or assault against a child or other vulnerable person) will be forwarded immediately to the police, and will not be handled by the club.

All other complaints of violations of the club's Code of Conduct will be handled in the following way:

Within 15 days of receiving a written complaint, a representative of the board will notify the person(s) named in the complaint that a complaint has been received, informing the person(s) named of the date, time, and location of the incident in question.

Within 15 days of being notified of a complaint the person(s) named may respond in writing to the board member who notified them of the complaint, outlining their version of the events of the incident in question.

Within 30 days of all written versions of the incident being received by a representative of the board, the incident will be reviewed by three members of the board not named in the complaint, and a decision regarding the complaint will be made. This decision will be shared in writing with the person(s) named in the complaint, the person(s) making the complaint, and the remainder of the board.

Should any of the persons involved in the complaint wish to appeal the decision, or the board be unable to make a decision regarding the complaint, all relevant documentation will be forwarded to Skate Canada Saskatchewan (the Section) within 30 days of being notified of a decision, or an inability to make a decision, for further investigation.