

ALPINE CANADA ALPIN COMPLAINT FORM

Alpine Canada Alpin is committed to ensuring that all of our Participants are able to enjoy the sport in a safe and inclusive environment that is free from all types of Maltreatment, including, but not limited to, Sexual Maltreatment, Psychological Maltreatment, Physical Maltreatment, neglect, Harassment, Discrimination, and Bullying. {All terms defined in the ACA Code of Conduct Policy} It is the collective responsibility of all Participants affiliated with Alpine Canada Alpin to act in ways that preserves and promotes an inclusive, accessible, and safe sport environment. For national team and Alpine Canada Alpin events/activities related concerns, please complete the following form to the best of your ability and submit to the Independent Third Party (ITP): (alpinecanada@itpsport.ca) or through the designated ITP hotline (1-833-913-1304).

An individual who files a Complaint has the following responsibilities:

- a. To report the incident(s) as soon as possible, especially if their safety and/or the safety of others is at risk;
- b. 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, 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;
- c. To cooperate fully in the investigation and resolution of any concerns, incidents, and complaints; and be a witness in any adjudication proceeding should it be required • To uphold the strict confidentiality of all individuals involved in the matter; and
- d. To refrain from knowingly submitting a false, malicious, or insufficient report of misconduct or complaint to Alpine Canada Alpin. A breach of this provision is deemed to be Maltreatment under the ACA Code of Conduct Policy.

For more information, please review the Alpine Canada Alpin Code of Conduct. If you have questions or concerns prior to submission, please contact Alpine Canada Alpin's Safe Sport Manager: Joseph Gurgis at jgurgis@alpinecanada.org or Alpine Canada Alpin's Independent Third Party at alpinecanada@itpsport.ca or 1-833-913-1304.

Section 1: Person Filing the Complaint		
Name:	Date of Submission:	Role:
Mailing Address:	City, Province:	Postal Code:
Email Address:	Phone Number:	Team/Club:

Section 2: General Complaint Information

Is this complaint being submitted on behalf of a Minor (as defined by your jurisdiction)?: Yes
No

If yes, please provide the name, age, and Member club/province of the Minor:

If yes, please state your relationship with the Minor (e.g., parent/guardian, coach, other):

If you are not the parent/guardian of the Minor, please confirm whether you have made the parent or guardian aware of the complaint: Yes No

Please provide the name and contact information of the parent/guardian:

Have you contacted any authorities in relation to your concern(s)?: Yes No

If yes, please list the organization to which your concern was directed (e.g., police services, child protection agency):

Please list the date and time of contact: _____

Contact information for individual at respective organization: _____

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), dates, locations, names and contact information of potential witnesses, response (if any), and all other pertinent information.

