

Complaint Submission Form

Thank you for taking the time to complete this complaint submission form. Please provide as much detail as possible to help us address the matter effectively. All information submitted will be considered confidential. Please note if the complaint process proceeds, the Respondent will be notified of the complaint. We will obtain your consent prior to taking this step.

1. Complainant Information

Name: _____

Email: _____

Phone Number: _____

2. Description of Incident

Please describe the incident in detail (include date, time, location, and any other relevant information):

3. Respondent Information (if known)

Name: _____

Email or Contact Information (if available): _____

4. Additional Context

Were minors involved in this incident? (Yes/No): ____

Have authorities been contacted about this incident? (Yes/No): ____

If yes, please provide details (e.g., police report number, agency contacted):

Has this matter been heard by another organization or body? (Yes/No): _____

If yes, please provide details (e.g., the name of the organization, date of hearing, outcome):

5. Desired Outcomes

What outcomes are you seeking in response to this complaint? (e.g., mediation, disciplinary action):

6. Classification of Incident

Do you believe this incident constitutes maltreatment? (Yes/No): _____

7. Request for Forwarding

If you believe the incident constitutes maltreatment, would you like the Provincial Sport Organization (PSO) to forward this complaint to the Independent Third Party (ITP) for Sport New Brunswick? (Yes/No): _____

Declaration

I hereby declare that the information provided in this form is true and accurate to the best of my knowledge.

Signature: _____

Date: _____

For Office Use Only

Date Received: _____

Reviewed By: _____

Actions Taken: _____