

GBC COMPLAINT SUBMISSION FORM

Submit the completed form with attachments (2-page form)

Section 1: Complainant		
Name:		Date of Submission to GBC:
Phone number (day):	Phone number (evening)	Member Club:
Email:		
Is this complaint being made on behalf of a minor? <input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes, provide the name and age of the minor:		
Section 2: Respondent – Person or Entity Against Whom the Complaint is Being Made (Please complete as much as possible)		
Name:		Date:
Phone # 1:	Phone # 2:	Member Club:
Email:		
Is the Respondent a minor? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Name of parent or guardian of this minor:		

Complaint: Describe the incident(s) complained of in detail, including dates, locations, witnesses, and all pertinent information (attach additional pages if necessary).

Outline any additional information or supporting documentation that would be helpful.

Specify the relevant **name and sections of GBC Policies** alleged to have been breached:

FOR GBC STAFF

Date received:	Received by:	Name of Case Manager assigned:	Internal: ----- External: ----- Phone number: ----- Email: -----
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FOR CASE MANAGER

Does the complaint fall within the jurisdiction of GBC? No (dismiss) Yes
Is the complaint Frivolous and Vexatious? No Yes (dismiss)
Is the information included in the complaint complete / sufficient to proceed? No Yes
Advise that complaint has been dismissed or request additional information prior to proceeding: Yes
Date: _____

Next Steps - Case Manager

1. Communication by Case Manager of receipt of complaint and provide preliminary process information to Complainant and Respondent:
 Yes Date: _____
2. Informal resolution or agreement to proceed to ADR? Yes Date: _____
3. Appointment of Panel: Yes Date: _____
4. Determination of format of hearing: Complete Format: _____
5. Panel Decision completed timely: Yes Date: _____
6. Panel decision communicated to Respondent and Complainant: Yes Date: _____
7. Decision and Materials Received by GBC office: Yes Date: _____

Please Attach all Additional Files via Email When Submitting the GBC Complaint Submission Form to safety@gymbc.org