

Your complaint should include the following:

1. Contact information for the parties (your contact information + the contact information for the person/organization you are submitting the complaint against)
2. Written Complaint
3. Identification of what sections of the Code of Conduct or relevant policies that the Respondent has allegedly violated
4. **All** supporting material and evidence
5. Requested remedy

**Your submission may be disclosed to the respondent party.**

## SECTION 1: CONTACT INFORMATION

<b>COMPLAINANT (YOUR INFORMATION)</b>	
Your Name:	Date of Submission:
Your Contact Information – Phone:	Your Email:
Your Club/Organization:	
<b>RESPONDENT (PERSON OR ENTITY AGAINST WHOM THE COMPLAINT IS BEING MADE)</b>	
Respondent's Name:	
Respondent's Contact Information (if known):	

## SECTION 2: WRITTEN COMPLAINT

<b>PLEASE EXPLAIN WHAT HAPPENED AND YOUR COMPLAINT:</b>
<p><i>Please provide all details such as location, date, time, people involved, what actions occurred by respondent and/or yourself etc.</i></p>

# JUDGING COMPLAINT FORM

## POLICY/CODE OF CONDUCT VIOLATIONS

*What sections of the Code of Conduct or applicable policies do you believe have been violated?*

## SUPPORTING MATERIAL AND EVIDENCE

*Please list all the additional material (in electronic form) that you are submitting along with this Complaint Form. Everything that makes up your complaint should be included. This material can include comprehensive details about the complaint, emails, witness statements, etc.*

## REMEDY

*What sanction(s)/remedy(s) are you requesting?*

### FOR GYMNASTICS ONTARIO STAFF

Date Received:	Received by:

This form is to be submitted to the Women's Program Manager and Women's Program Judging Assistant.