

# Valleystream Pickleball Club (VPC or Club) Incident and/or Complaint Form – August 2023

**How to report an incident:** Complete this form or an email with the required details and report the incident to the Board @ [vpcpickleball@gmail.com](mailto:vpcpickleball@gmail.com) The complaint may be reported verbally when assistance with the form is needed.

The Board will investigate and deal with all incidents, complaints or claims in a fair, respectful, and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect those concerned, to investigate the complaint or incident, or to take corrective action as per the By-laws.

**All investigations shall remain confidential unless the Board is required to collect further details or information from witnesses. Neither the Board nor the accuser may disclose to anyone except to law enforcement.**

**Name and contact information of person who is reporting an Incident, Complaint or who has allegedly experienced harassment.**

Name: \_\_\_\_\_

Phone/email: \_\_\_\_\_

Details of the Incident    Incident     Complaint     Harassment

Please describe in as much detail as possible the incident, complaint or the harassment including: (a) the location, date, and time; (b) the names of the parties involved; (c) details about the incident; (d) behaviour and/or words used; (e) any witnesses; (f) any additional details.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_