

## COMPLAINT SUBMISSION FORM

*(Submit the complaint form with attachments (2-page form))*

<b>SECTION 1: Complainant – Person who is making the Complaint</b>		Anonymous	
Name:		Date of Submission to VPG:	
Phone:	Email:	Member Club:	
Is this Complaint being made on behalf of a Minor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, provide the name and age of the minor:			
<b>SECTION 2: Respondent - Person or entity against whom the Complaint is being made</b>			
Name:		Role:	
Phone:	Email:	Member Club:	
Is the Respondent a Minor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of parent/guardian or designated representative of Minor:			
<b>Complaint: Describe the incident(s) in detail, including dates, locations, witnesses, and all pertinent information.</b> (Include any additional information or supporting documentation relevant to the Complaint - attach additional pages if necessary)			

**FOR VPG PERSONNEL**

Date received:	Received by:	Name of Case Manager assigned:	Internal	External
		Company:	Phone:	
			Email:	

**Policy Infraction: Specify the relevant name and sections of the Policy or Policies of VPG alleged to have been breached.**

Complaint alleges or describes a breach of the following VPG Policies:

**FOR CASE MANAGER**

Does the Complaint allege a Major Infraction or Minor Infraction?	Major Infraction	Minor Infraction
Does the Complaint fall within the jurisdiction of VPG?	Yes	No (refer)
Is the Complaint a Frivolous, Vexatious or Weaponized Complaint?	Yes (dismiss)	No
Is the information included in the Complaint complete/sufficient to proceed?	Yes	No
Does the Complaint warrant an investigation?	Yes	No

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**Next Steps - Case Manager**

1. Communication to Complainant and Respondent of receipt of the Complaint and preliminary process information:  
Yes Date: \_\_\_\_\_
2. Communication to Complainant regarding the potential sanction should the Complaint be determined to be Frivolous, Vexatious or a Weaponized Complaint or through investigation found to be false or “without merit”?  
Yes      No
3. Advise that the Complaint has been dismissed and basis for dismissal?      Yes Date: \_\_\_\_\_
4. Proceed to resolve Complaint by:  
☐ Informal Resolution      ADR      Complaints, Hearings and Discipline Policy & Procedure  
Date: \_\_\_\_\_
5. Investigation commenced pursuant to the Investigations Policy & Procedure?  
Yes Date: \_\_\_\_\_      Not Required
6. Appointment of Panel pursuant to the Complaints, Hearings and Discipline Policy & Procedure?  
Yes Date: \_\_\_\_\_      Not Required
7. Determination of format of Hearing?      Yes      Not Required  
Format:      Oral Hearing      Documentary Hearing      Date of Hearing: \_\_\_\_\_
8. Panel Decision completed?      Yes Date: \_\_\_\_\_
9. Decision of Panel and report received by VPG?      Yes Date: \_\_\_\_\_
10. Decision of Panel communicated to Respondent and Complainant?      Yes Date: \_\_\_\_\_
11. Decision subject to appeal?      Yes      No

**SECTION 3: Complaint Resolution: Describe the Decision or resolution of the Complaint and any disciplinary sanctions issued.**