

# SOUTHERN VALLEY FIGURE SKATING CLUB

# CONFLICT, COMPLAINT, OR INCIDENT REPORT FORM

Your Name: Phone Number:

U.S. Figure Skating/Learn to Skate Number (if you have one):

Report Date: Time:

Incident Date: Time: Location:

Specific bylaw, rule, policy, procedure allegedly violated, or alleged misconduct:

Specific Persons involved, including any witnesses (please list first & last names if known):

Please describe in detail the conflict, complaint, or incident and any actions taken to resolve informally:

Signature of person completing this form:

Submit form to president@svfsc.org, or another Board member if there is a conflict of interest with the president

**\*The Southern Valley Figure Skating Club Board will take this complaint/report seriously and will fully investigate it to the best of their ability. However, the club is not obligated to provide any outcomes of the investigation or consequences, if any are determined.**

Received by President Date:

Sent to: Date:

Follow Up Completed Date:

Actions Taken:

**CONFIDENTIAL: The contents of this document are confidential and intended to be viewed only by the Southern Valley Figure Skating Club Board Members, or designees, as assigned by the Board. Reproduction of or sharing of the document with anyone not directly stated above is strictly forbidden.**