

# Oromocto and Area Pickleball Club (OAPC)

## FORMAL COMPLAINT FORM

If someone has a complaint about a violation or has experienced a club-related conflict with another member, the complainant should first attempt to resolve the matter directly with the respondent. However, if the issue is not successfully resolved informally, the complainant may initiate a **Formal Complaint** in writing to the OAPC Board. This may be submitted through an email, letter or using this form. Complaints may not be submitted anonymously.

*The OAPC Board is committed to maintaining the confidentiality and security of personally identifiable information as required by the Personal Information Protection Act. However, in accordance with the principles of procedural fairness, the Committee may share some or all the information in your complaint with the party against whom the complaint has been lodged. The PIPA provides for the use of your personal information without consent when it is necessary to respond to an emergency that threatens the life, health, or security of a person.*

Check this box to acknowledge that you are aware that your complaint and personal information may be shared. ☐

Please note, that the OAPC will only intervene if it is a OAPC related conflict.

| COMPLAINANT DETAILS |  |
|---------------------|--|
| Name                |  |
| Mailing Address     |  |
| Contact email       |  |
| Contact phone       |  |

| RESPONDENT DETAILS - If more than one Respondent, attach additional page(s) |  |
|-----------------------------------------------------------------------------|--|
| Name                                                                        |  |
| Mailing Address                                                             |  |
| Contact email                                                               |  |
| Contact phone                                                               |  |

## **Oromocto and Area Pickleball Club (OAPC)**

### **FORMAL COMPLAINT FORM**

|                                                                                                  |  |
|--------------------------------------------------------------------------------------------------|--|
| <b>WITNESS(ES) DETAILS</b> - If applicable. If more than one Witness, attach additional page(s). |  |
| Name                                                                                             |  |
| Mailing Address                                                                                  |  |
| Contact email                                                                                    |  |
| Contact phone                                                                                    |  |

#### **INFORMAL RESOLUTION DETAILS**

Informal resolution is most desirable, but may not always be possible.

Have attempts been made to resolve the conflict informally?      ☐ YES      ☐ NO

Result of informal resolution (if applicable).

#### **OCCURRENCE DETAILS**

Detailed description of incident(s): In an organized chronological order, provide as much relevant detail about the incident(s) as possible in the box below (attach another page if necessary). Include dates, time, location.

**Oromocto and Area Pickleball Club (OAPC)**  
**FORMAL COMPLAINT FORM**

Other relevant details:

Please attach any photos or supporting documents that you think may assist the OAPC Board with conflict resolution.

Submit email, letter, or this completed form to [oromoctopb@gmail.com](mailto:oromoctopb@gmail.com)

|                       |  |
|-----------------------|--|
| Complainant Signature |  |
| Date of submission    |  |