



FORMAL COMPLAINT FORM (ADULT)

If a person or persons experience a BVPA 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 BVPA Board. This may be submitted through an email, letter or using the following form. Complaints may not be submitted anonymously.

The BVPA Complaint Committee 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 BVPA will only intervene if it is a BVPA related conflict.

Complainant Details

Name _____
Mailing address _____

Contact email _____
Contact phone _____

Respondent Details (If more than one Respondent, attach another page as necessary)

Name _____
Mailing address _____

Contact email _____
Contact phone _____

Witness(es) Details (If applicable. If more than one Witness, attach another page as necessary)

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

Results of informal resolution (if applicable).

Occurrence Details

Detailed description of the incident.

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.

Other relevant details.

Please attach any photos or supporting documents that you think may assist the BVPA Complaint Committee with conflict resolution.

Submit email, letter, or this completed form to admin@bowvalleypickleball.org

Complainant Signature _____

Date of submission _____