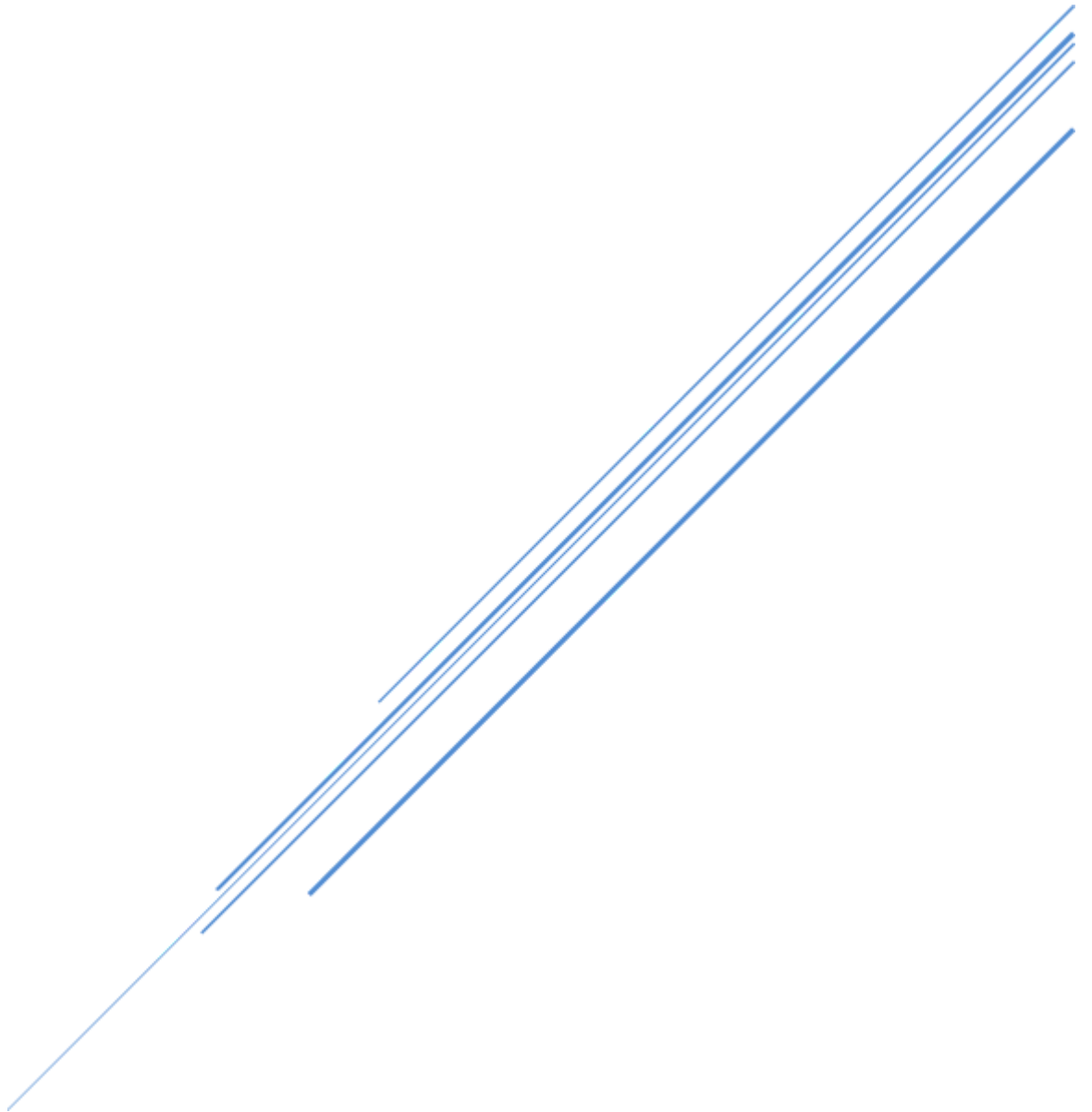


# LITTLE GIANT FIGURE SAKTING CLUB POLICIES AND PROCEDURES



# Contents

|                                                       |    |
|-------------------------------------------------------|----|
| REGISTRATION and FEES.....                            | 3  |
| FINANCIALS.....                                       | 4  |
| SAFETY.....                                           | 5  |
| COMMUNICATION.....                                    | 5  |
| COMPLAINTS/CONCERNS.....                              | 6  |
| RESPONSIBILITIES.....                                 | 6  |
| COMPETITION AND TEST DAYS.....                        | 7  |
| PROGRAM DELIVERY.....                                 | 7  |
| CANSKATE.....                                         | 7  |
| PREJUNIOR-SENIOR STARSKATE.....                       | 8  |
| COACH SELECTIONS.....                                 | 8  |
| DISCIPLINE.....                                       | 8  |
| SKATE CANADA CLUB CODE OF ETHICS.....                 | 9  |
| SKATE CANADA PROFESSIONAL COACHES CODE OF ETHICS..... | 10 |
| LGFSC SKATERS RESPONSIBILITIES.....                   | 11 |
| LGFSC PARENT CODE OF CONDUCT.....                     | 12 |
| LGFSC CHANGE ROOM POLICY.....                         | 15 |
| APPENDIX A.....                                       | 16 |
| APPENDIX B.....                                       | 17 |



# LITTLE GIANT FIGURE SKATING CLUB

## POLICIES AND PROCEDURES

The objective of this handbook is to familiarize club members with policies and procedures of the LGFSC. It is expected that all skaters, parents, coaches, and volunteers involved in the club will abide by these policies and procedures at all times.

### **NAME**

The Little Giant Figures Skating Club is a recreational sport society incorporated under the British Columbia Societies Act (S-0051654.) Here in after referred to as the Club.

### **PURPOSE**

The purpose of the Club shall be to encourage the instruction, practice, enjoyment and advancement of its membership in all aspects of skating in accordance with the Rules and Policies of Skate Canada. The Club, with regard to any aspect of its operations, is to be managed and operated by eligible persons who are duly registered as Associate Members of Skate Canada. The Club shall protect the eligibility status of its members. The Club shall not take or omit any action that would knowingly jeopardize the eligible status of its members.

### **SKATE CANADA**

The Club is registered as a Club member with Skate Canada (Club# 100824) and shall remain in good standing with Skate Canada. The Club shall set such fees and such other charges as shall be required by Skate Canada. This provision is unalterable.

### **LOCATION**

The Club shall be located and is an active member of the Caribou North Central Region (CNCR) of Skate Canada. This provision is unalterable.

### **DISSOLUTION**

Upon winding up or dissolution of the Society, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations registered under the provision of the Income Tax Act of Canada as may be determined by the members of the Society at the time of winding up or dissolution. This provision is unalterable.

## REGISTRATION and FEES

LGFC will accept registration from all interested skaters.

- a) All registration forms must be completed and all documents signed prior to skating.
- b) There will be designated days and time to register for the club. Registration will not be taken outside of these times.
- c) Skaters will be accepted into the club at any time throughout the year with the exception of PreCan/CanSkate. No CanSkate registrants will be accepted after January 31<sup>st</sup>.
- d) Skaters joining the club after October 1<sup>st</sup>. The fee will be pro-rated. Pro-rated is established by determining a base fee – Annual fee divided by the total number of skating sessions in the year. The formula will be base fee times the number of sessions remaining in the year.
- e) Families with 2 or more skater registration are discounted 10% before Skate Canada BC Section Fees
- f) Early registration fees are discounted 10% before Skate Canada BC Section Fees
- g) All programs are subject to cancellation, depending on enrollment. The fees listed below do not include the Skate Canada BC Section fees which will be added to the regular registration fee.

| 2025/2026 Fees |           |
|----------------|-----------|
| PreCan Skate   | \$219.00  |
| CanSkate       | \$347.00  |
| Pre Star       | \$541.00  |
| Star 1&2       | \$893.00  |
| Star 3         | \$959.00  |
| Star 4& Up     | \$1087.00 |

**All club fees must be paid, or received, at the time of registration.**

- a) Registration received without full payment will not be processed.
- b) Fees will be accepted in cash or credit via Uplifter registration or through EFT with club email lgfsc1@outlook.com.
- c) If fees are not paid in full the skater will be unable to continue in the program. Once registration fees have been paid in full the skater can return immediately.
- d) If you have chosen Option 3 for volunteering we request that you pay the block fee separately and at time of registration.
- e) Star 1 and higher MAY receive a bill monthly for additional coaching.
- f) If a NSF cheque is received, the club will invoice the club fees plus \$30 NSF fee. Fee from then on must be paid via cash, certified cheque or EFT. Payment and NSF fee must be paid in full within 14 days, failure to do so will result in the suspension of the skater.

**REFUND POLICY ensures the financial viability of the Club and the consistency of applying and providing refunds without discrimination.**

- a) The club will only accept a written letter of request for registration refund from a member.
- b) Pro-rated refund will be considered if the refund request is due to injury, doctor's note required, or moving regardless of the date. Discussion and a decision on the refund will be made by the Boards of Directors.
- c) The decision may include but is not limited to refunding a pro-rated registration amount, refunding the full amount or denying the refund request in its entirety. The president or acting president will inform the requesting member of the board decision regarding their refund request.
- d) A full refund will be given up to the second week of skater start date.
- e) There is no refunding of Skate Canada membership fees.

The club is committed to ensuring all children have the opportunity to participate in a skating program.

- a) The club will review any request from a family who requires more time to pay the fees. Families can request an alternate payment plan by speaking to any club executive prior to October 31<sup>st</sup> of the skating year.

## **FINANCIALS**

**The responsibility of ensuring the financial feasibility of the LGFSC rests upon the elected Board of Directors. Funds are generated through registration fees, fundraising and various grants from the community and government. Procedures are in place to ensure that expenditures are within LGFSC financial means and that the club is sustainable.**

### **1. Budget**

- a. A comparison budget comparing actual expenses/income from past seasons to the proposed and actual expense/income for the current season needs to be created annually. The budget must include an estimation of expenses/income expected to ensure that any proposed spending is within the LGFSC financial means.
- b. Monthly financial reports prepared by the bookkeeper or Treasurer will be presented at monthly board meetings.

### **2. Banking**

- a. The LGFSC will maintain a minimum of 3 bank accounts:
  - i. Gaming Account – deposits and debits from the gaming account must be eligible under the Gaming Funding agreement
  - ii. Test Account – deposits and debits from the test account will include deposits and debits for tests/competitions
  - iii. General Account – deposits and debits from the general account will include all other deposits and debits

### **3. Expenditures**

- a. Any expenditures over \$100.00 must receive approval from the entire board and documented in the board meeting minutes prior to be expensed.

## **SAFETY**

The club requests that all skaters be prepared for their lessons and dress in a manner that ensures the skater is safe and has the ability to move freely. Clothing should reflect a skater dedication and preparedness to learn the sport.

- a) Mandatory CSA-approved hockey helmets to be worn by all children in CanSkate, until they have passed Level 5.
- b) No gum or food allowed on the ice.
- c) Skate guards will be worn at all times when not on the ice surface.
- d) All skaters will ensure their hair is tied back and proper skating attire is expected at all times. No jeans or baggy clothing. No hats, toques, scarfs.
- e) No music devices will be worn by skaters on the ice.
- f) If an accident occurs on the ice or one of the dressing rooms an incident report form will be completed. A copy will be provided to the parent.
- g) There is zero tolerance for alcohol and drug use. If skater is found to be under the influence or having drugs or alcohol in the dressing room or on the ice, the parents will be called immediately and the child will be removed from the arena. The skater will be suspended until the incident is put in writing to the Executive and incident review is completed.

## **COMMUNICATION**

The club will ensure good communication to its members.

- a) A designated bulletin board will be used by the LGFSC to keep the membership current to scheduling, contact names, phone numbers and reminder of events. The board will be above the bleachers.
- b) The club has a Facebook page – Little Giant Figure Skating Club – please be sure to like and check the page frequently for updates.
- c) The club will also use email to inform members, please ensure the Registrar has your correct email at all times.
- d) A board meeting is held monthly, every third Thursday of the month at 5:30.
- e) Newsletters will be distributed to all members throughout the skating season.
- f) A drop off box is available for members to drop off information and etc. The drop off box is located under the second set of bleachers (the storage area for the club).
- g) Group parent representatives are available and bring comments/concerns to the Board of Directors.
- h) An Annual General Meeting will be held at the conclusion of the skating year.

## **COMPLAINTS/CONCERNS**

**All members are encouraged to discuss all serious concerns or complaints verbally with the President or Vice President of the Club. If the member is still not satisfied and wishes to further the complaint the Skater First Reporting Form (See Appendix B) will be used. If your concerns are coaching related please contact your coach.**

- a) The complaint must be received within one month of the alleged incident.
- b) All complaints will be in writing and the skaters First Reporting Form must be completed in full.
- c) The written complaint will be delivered to the President or Vice President of the club.
- d) The Vice President will be the chair of the Conflict resolution Panel. There will be a minimum of three persons on the panel. One Board of Director member and one Membership Liaison will be appointed to the panel. If a panel member is in conflict, the Vice President will recruit from the current membership to sit on the panel.
- e) The Vice President will organize the initial meeting of the Conflict Resolution Panel.
- f) The panel will have an initial meeting within seven days of Vice President receiving the complaint. All parties involved in the alleged incident will be issued a letter stating a complaint has been received and is currently under review.
- g) The panel will conduct an investigation on the complaint. That may, but not be limited to, interviewing individuals, coaches and witnesses, all investigations will be completed within 14 days of the initial panel meeting.
- h) Conclusion of the investigation will result in the following:
  1. No action taken.
  2. Action taken.
  3. Informal verbal discussion with the employee/members.
  4. Discipline action against the employee/member.
  5. Panel Chair will write a letter to all parties involved outlining the conclusions and explaining the action taken.
  6. If the Conflict Resolution Panel reviews a second complaint on a member and the complaint warrants disciplinary action. The panel will also deliver a suspension from the club and all of the club activities. The member will not be reimbursed any fees.
  7. This decision and conclusion from the panel will be final and the member is not able to appeal the decision at the local club level. Member can appeal to the Regional Level first and then to BC/YT Section Skate Canada at 604-205-6960.

## **RESPONSIBILITIES**

Members of the club are responsible for their own belongings at the ice arena. The club will not be held accountable for any lost items.

- a) All lost items found by the coach/arena staff after skating will be put in the lost and found box at the front desk of the Chetwynd Rec Center.

## **COMPETITION AND TEST DAYS**

- a) All registration and fee payment for BC competitions are completed through an on-line system. There are deadlines attached to each event and all payment and information must be completed on the stated day.
- b) Parents are responsible for registering for events but your child's skating coach will guide you to ensure you understand what to register for.
- c) Details for competitions and deadlines for registration can be found on the Regional CNCR website: [www.skateincncr.com](http://www.skateincncr.com) or [www.skatinginbc.com](http://www.skatinginbc.com) under the competition tabs. The competition Chair can also help guide you to understand this process.
- d) Any additional expenses incurred from attending a test day or competition is the responsibility of the skater, this could include coaching expenses and possible partnering fees.
- e) Skaters must be in good standing with club fees to attend competitions or testing.

## **PROGRAM DELIVERY**

### **CANSKATE**

- a) Minimum of one certified Skate Canada Coach teaching on the ice; Program Assistants assist as required.
- b) 1:10 Coach/Program Assistant to skater ratio
- c) Minimum 10 minute lesson to each group by Skate Canada Coach per session
- d) 90% continuous movement – little standing around, no waiting to take turns to practice skills
- e) Use entire ice surface – fast track
- f) Evidence of sufficient progress of skaters from one level to the next (skaters will not be held back)
- g) Uses of circuits and stations to teach and practice skills.
- h) Uses of a variety of age-appropriate activities, teaching methods, music, teaching aids, props
- i) Uses of Skate Canada CanSkate awards and incentives (CanSkate badges, badge chart, CanSkate stickers, coloring sheets, etc.). May use additional incentives such as stamps, small candies and etc.
- j) Award Skate Canada CanSkate badges/ribbons
- k) Canskate Program Assistants will complete a training and be 11 years of age or older to qualify as an assistant for the program

### **PRE STAR - STAR 4 & UP**

- a) Skaters may receive lessons in small group format from a professional coach
- b) Maximum of 20-30 skaters on the ice

- c) Provide stroking, free skating, skating skills and dance instruction on a regular basis
- d) Skaters may have group lessons, semi-private or private lessons to enhance their skill development
- e) Private lesson arrangements and payments will be between the parent and the chosen coach
- f) Group lessons will be billed to the parents via coach
- g) The Board of Directors will support the coaches if a skaters fees is not paid in full may enforce a suspension

## **COACH SELECTIONS**

- a) Star 1 & higher skaters – will choose a primary professional coach
- b) Skaters can change or add coaches at any point provided the current coach's bill is paid in full

## **DISCIPLINE**

All skaters and parents/guardians will respect the coaches, assistant coaches, skaters and other parents on and off the ice. A positive learning environment will be maintained at all times.

Disrespect will be defined as the lack of consideration, lack of decent behavior and not placing an individual of authority in a position of high regard.

- a) All skaters will be respectful, listen and follow the skating instructions given by the coach.
- b) All skaters will show respect to other skaters on the ice.
- c) The following is the disciplinary process for skaters behavior:
  - i. The first serious incident of being disrespectful to a coach or another skater will result in immediately removal from the ice for that session. The coach will give the skater a Completed Discipline Form (see Appendix A). Parents of the skater will be contacted by the coach, of the incident that day either in person/phone or email.
  - ii. A second incident will result in a suspension for one week. The parents will be notified in person, by phone or email the same day and will receive a written incident report within three days of the incident. The coach will give the skater a Completed Discipline Form.
  - iii. A third incident will result in a full suspension. An incident report will be delivered to the Executive and the parent within three days. To re-enter the club a meeting must be held with the skater, club Discipline Committee and the coach. The meeting will review all incident reports and all parties must sign a behavior plan for the skater on the ice. A minimum suspension will be given of one month.

- iv. If a skater chooses to leave the club due to disciplinary process no fees will be reimbursed.
  - v. If any suspension is received no refunds will be given.
- d) If a parent is in violation of the signed Code of Conduct they will be approached to leave and will be contacted by a Board Member within five days to discuss the disciplinary process.

## **SKATE CANADA CLUB CODE OF ETHICS**

LGFSC also endorses and embraces the Skate Canada Club Code of Ethics.

### **Purpose of Code**

The Club Code of Ethics has been developed to aid volunteer club executive members, club staff and club members in achieving an appropriate level of ethical behavior that will help them operate an efficient and successful Skate Canada Member Club.

To create and maintain a positive and successful learning environment, all stakeholders involved in our sport (athletes, parents, coaches, officials, volunteers and club staff) must share a common vision and understanding of their role, as their actions ultimately contribute to, or undermine, the existence of a positive skating environment. All volunteer club executive members, club staff and club members are responsible for establishing and maintaining ethical behavior.

## **SKATE CANADA PROFESSIONAL COACHES CODE OF ETHICS**

LGFSC also endorses and embraces the Skate Canada Professional Coaches Code of Ethics.

### **Purpose of Code**

The Professional Coaches Code of Ethics has been developed to aid coaches in achieving a level of behavior that will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings. The athlete/coach relationship is a privileged one and professional coaches play a critical role in the personal as well as athletic development of their athletes.

To create and maintain a positive and successful learning environment, all stakeholders involved in our sport (athletes, parents, coaches, officials and volunteers) must share a common vision and understanding of their role as their actions ultimately contribute to, or undermine, the

existence of a positive skating environment. All Skate Canada Professional Coaches are responsible for establishing and maintaining ethical behavior.

For complete information on Code of Ethics please go to the Skate Canada Website [www.skatecanada.com](http://www.skatecanada.com)

The following documents will be signed at the beginning of the season.

## LGFSC SKATERS RESPONSIBILITIES

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

All skaters will follow these policies. Failure to comply will result in suspension of skating privileges for a length of time determined by the LGFSC Executive.

- Skater is to be on time for all skating and off ice sessions. Please notify coaches and instructors when you will be absent.
- Off-ice sessions are mandatory. Unacceptable behavior will be subject to the same consequences as on-ice behavior infractions.
- Only coaches have priority for requesting music. A parent cannot request the music player to play their skaters music.
- Skate Canada has a Harassment policy. Harassment (bullying) of any skater, employee or executive member of the LGFSC will not be tolerated. Anyone found in violation of the Harassment Policy will be subject to a suspension.
- Swearing or yelling at other skaters or coaches is unacceptable and will not be tolerated.
- Picking holes, ice stomping, sitting or lying on the ice is not acceptable and will not be tolerated. Skaters in violation will be asked to leave the ice for the remainder of the session.
- There is to be NO STANDING in groups anywhere on the ice. Skaters are reminded that ice time is restricted and the skaters who are just wasting time will be given warnings for better ice utilization.
- Each skater is responsible for picking up his/her garbage and for keeping his/her area in the dressing room clean and presentable.
- Nobody (skaters or parents) is allowed to touch another individuals' belongings.
- Patching is to be done by all skaters on the late session of each day.
- Skater must watch for those whose music is being played and those in a lesson. Right of way goes to the skater whose music is being played first, then the skater in a lesson.
- Coaches are not interrupted UNLESS a skater needs permission to leave the ice before a session ends. Skaters should make every effort to speak with the coaches prior to the session beginning if they must leave early. Skaters should also make every effort to remain on the ice for the entire session.
- No non-club members in dressing rooms

We are a club and work hard to ensure that everyone is treated with kindness and respect. Please help to make the arena a place that is enjoyed by everyone.

\_\_\_\_\_  
Signature of Skater

\_\_\_\_\_  
Date

# LGFSK PARENT CODE OF CONDUCT

Parent/Guardian Name: \_\_\_\_\_

Skate Canada is committed to ensuring that all skaters have the opportunity to participate in a safe and welcoming environment that is encouraging and promotes their overall development. Parents have an enormous influence on skaters experiences in the sport. The quality of a skaters experience is determined by their relationships with parents and the manner in which parents conduct themselves in the Skate Canada environment.

In this code parents shall refer to parents and guardians. This code applies to all parents who are members of Skate Canada or have children who are members of Skate Canada. Parents shall abide by this code at all times while participating in any Skate Canada club competition or activity.

- Parent shall refrain from any behavior, or comments, which are profane, insulting, harassing, abusive, disrespectful or otherwise offensive without hostility or violence.
- Ensure that your child or children are on time for all sessions and appropriately dressed.
- Ensure that your child or children know and understand the rules of the Club and realize that they must obey them. Rules are in the handbook and on the Skate Canada website.
- Pay all bills in a timely manner.
- All skaters MUST be registered before your sessions begins. You will not be allowed on the ice if your registration and payment have not been received.
- Encourage son/daughter to maintain a healthy balance between skating and life (school, other activities, social life and etc.).
- Encourage balanced healthy food choices and subscribing to an active and healthy lifestyle.
- Parents shall at times treat all individuals and property with dignity, courtesy and respect, including but not limited to skaters, coaches, officials, volunteers, other parents and all other individuals that are part of the club.
- Parents shall openly support and uphold this code of conduct policy and take action and steps to ensure other parents follow and uphold this code of conduct policy, also in handbook.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## **Little Giant Figure Skating Club's Changing Area Policy**

The safety and protection of our participants is key to Little Giant Figure Skating Club's goals. LGFSC adheres to Skate Canada's National Safe Sport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment, and hazing. To help prevent abuse or misconduct from occurring in our changing areas, LGFSC has adopted the following changing area policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

### **Changing Area Monitoring**

Change rooms are monitored and the Rule of Two must always be enforced.

A coach should never be alone or out of sight with an athlete – especially a minor (example: locker room/changing area).

- Gold Standard – Two Certified Coaches
- Silver Standard – Certified Coach & another adult (parent, volunteer, etc.)
- Bronze Standard – Certified adult & minimum of 2 minors

One of the coaches/certified adults should be the same gender as the athlete.

### **Parents in Changing Areas**

Except for skaters at the younger age groups (PreCan and CanSkate), we discourage parents from entering changing rooms unless it is truly necessary. For STAR skater change rooms, siblings and friends or a skater not designated to that changing room are not permitted. If a skater needs assistance with dressing or skates, if the skater is or may be injured, or a skater's disability warrants assistance, then we ask that parents let the coach and board know beforehand so they can properly assist their skater. Naturally, with our youngest age groups it is necessary for parents to assist the skaters getting ready for their lesson.

### **Inclusive Locker Room/Changing Areas**

It is imperative to remember that Skate Canada registrants and members are permitted to use facilities based on their chosen gender identity. Individuals must be allowed to use the locker room, changing area, or restroom they choose based on their gender identity/gender expression. If a request is made for separate space, this must be accommodated as much as possible.

## **Cell Phones and Other Mobile Recording Devices**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras, are not permitted to be used in the locker room and/or changing area. If cell phones or other mobile devices must be used, they should be taken outside of the locker room/changing areas.

## **Prohibited Conduct and Reporting**

LGFSC prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, all as described in Skate Canada's National Safe Sport Program. Participants, coaches, parents/guardians and volunteers at LGFSC may be subject to disciplinary action for violation of these locker room/changing area policies or for engaging in any misconduct or abuse or that violates the Safe Sport Policies. Reports of any actual or suspected misconduct, must be reported to [Skate-Safe.ca](http://Skate-Safe.ca).

### **SKATE-SAFE CONTACT INFORMATION:**

Online: [www.skate-safe.ca](http://www.skate-safe.ca) Telephone: +1-833-723-3758

## APPENDIX A

### LGFC DISCIPLINE INCIDENT FORM

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

All skaters will respect the coaches and assistant coaches while on the ice. A positive learning environment will be maintained at all times. Disrespect will be defined as the lack of consideration, lack of decent behavior and not placing an individual of authority in a position of high regard.

All skaters will be respectful, listen and follow the skating instructions given by the coach.

- a) All skaters will show respect to other skaters on the ice.
- b) The following is the disciplinary process for skaters behavior:
  - i. The first serious incident of being disrespectful to a coach or another skater will result in immediately removal from the ice for that session. The coach will give the skater a Completed Discipline Form. Parents of the skater will be contacted by the coach of the incident that day either in person/phone or email.
  - i. A second incident will result in a suspension for one week. The parents will be notified in person, by phone or email the same day and will receive a written incident report within three days of the incident. The coach will give the skater a Completed Discipline Form.
  - ii. A third incident will result in a full suspension. An incident report will be delivered to the Executive and the parent within three days. To re-enter the club a meeting must be held with the skater, club Discipline Committee and the coach. The meeting will review all incident reports and all parties must sign a behavior plan for the skater on the ice. A minimum suspension will be given of one month.
  - iii. If a skater chooses to leave the club due to disciplinary process no fees will be reimbursed.
  - iv. If any suspension is received no refunds will be given.

Coach: \_\_\_\_\_ Skater: \_\_\_\_\_

Your child was sent off the ice today for the following reasons:

- Disrespectful to coach or other skaters
- Leaving the ice
- Unwilling to commit to the practice
- Disruptive
- Other

Comments on the incident: \_\_\_\_\_

The skater is:

- Welcome to return to the next practice
- Welcome to return to practice in one week
- To return to skating a meeting will be arranged with the Executive

---

Signature of Coach

---

Signature of Skater

*This*

*form will be given to the parent or a parent will receive a phone call or email from the coach the day of the incident.*

## APPENDIX B

### LGFSK Skater First Report Form

Today's Date: \_\_\_\_\_

Submit the completed form to the Vice President of the LGFSC (name and phone number of the Vice President will be on the Bulletin board).

This form will be utilized by anyone in the LGFSC Membership wishing to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or being abusive to a skater, coach, official or spectator.

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

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

All incidents received in writing will be investigated by a third person Conflict Resolution Panel chaired by the Clubs Vice President. The volunteers will work within available resources and constraints; however we will ensure a timely conclusion to the issues, usually within three weeks.

Please provide the following information:

1. Location of the Incident \_\_\_\_\_
2. Date and Time of Incident \_\_\_\_\_
3. Name of alleged offender \_\_\_\_\_
4. Name(s) of additional Witnesses \_\_\_\_\_
5. Please attach a clear description, maximum one page, of the unacceptable behavior witnessed. Reports that are not legible will not be reviewed.