



## **DISCIPLINARY ACTION COMPLAINT FORM**

This form must be used when filing a Disciplinary Complaint. A complaint not filed in accordance with the Complaint Resolution Policy shall render the filing ineffective, and the complaint shall not be considered to have been properly submitted. Reference the Complaint Resolution Policy for more information about who may make a Disciplinary Complaint, the matters that may be raised, the procedures involved, and other matters pertaining to complaint resolution.

Submit completed complaint forms, and direct any questions to the Executive Director at [dini@westerndressageassociation.org](mailto:dini@westerndressageassociation.org).

### **I. CLAIMANT**

1. Claimant(s). If there is more than one claimant, please list all claimants' names and complete contact information for primary claimant. Attach additional papers if necessary.

1.1. Claimant's Name: \_\_\_\_\_

1.2. Claimant's WDAA Member #: \_\_\_\_\_

1.3. Claimant's full mailing address: \_\_\_\_\_  
\_\_\_\_\_

1.4. Claimant's telephone numbers: Home ( \_\_\_\_\_ ) \_\_\_\_\_  
Work ( \_\_\_\_\_ ) \_\_\_\_\_  
Cell ( \_\_\_\_\_ ) \_\_\_\_\_

1.5. Claimant's e-mail address: \_\_\_\_\_

1.6. Name of the authorized spokesperson or representative (i.e., lawyer, trainer, parent):  
\_\_\_\_\_

1.7. Contact details for Authorized spokesperson/representative (i.e. lawyer, trainer, parent):

1.7.1.1.1. Email address: \_\_\_\_\_

1.7.1.1.2. Telephone numbers: work ( ) /cell ( ) \_\_\_\_\_

1.7.1.1.3. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**II. RESPONDENT**

2. Respondent(s). Please list Respondent's name and complete contact information to the extent it is known to you. If there is more than one respondent, a separate form must be completed.

2.1. Respondent's Name: \_\_\_\_\_

2.2. Respondent's WDAA Member #: \_\_\_\_\_

2.3. Respondent's full mailing address: \_\_\_\_\_  
\_\_\_\_\_

2.4. Respondent's telephone number: Home (\_\_\_\_\_) \_\_\_\_\_

Work (\_\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_\_) \_\_\_\_\_

2.5. Respondent's e-mail address: \_\_\_\_\_

**III. IDENTIFICATION OF COMPETITION, EVENT, OR ACTIVITY**

Please list the name and date(s) of the competition, event, or activity where the alleged misconduct took place.

\_\_\_\_\_  
\_\_\_\_\_

**IV. DATE OF VIOLATION**

Please specify the date or dates on which the alleged misconduct took place.

\_\_\_\_\_  
\_\_\_\_\_

**V. RULE OR REGULATION**

Please specify the rule(s) or regulation(s) allegedly violated:

\_\_\_\_\_  
\_\_\_\_\_

**DETAILS OF THE VIOLATION**

Please provide on **Attachment A** in clear and concise language, in numbered paragraphs, the facts supporting the alleged violation(s). If there is an initial report, that information should be attached to this Form.

**VI. REMEDY**

Please specify the outcome or relief you are seeking:

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**VII. URGENCY**

To the best of your knowledge, is there an urgency to resolve the dispute and if so, provide the reasons justifying the need for an expedited procedure and the desired deadline to resolve the dispute:

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**VIII. OTHER PROCEEDINGS**

Are you aware of any other complaint filed or other ongoing proceedings that might have an effect on the present complaint? If yes, please provide the forum in which the complaint or proceeding is being heard and if available, the contact information of the parties involved:

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**IX. SIGNATURE**

The complaint must be signed by the Claimant.

Signed on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

**ATTACHMENT A**

**DESCRIPTION OF VIOLATION**