

### **WDAA Governance 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 Governance 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 WDAA Executive Director at <a href="mailto:dini@westerndressageassociation.org">dini@westerndressageassociation.org</a>

HE CLAIMANT		
		imant(s). If there is more than one claimant, please list all claimants' names and complete contact information for primary mant. Attach additional papers if necessary.
i		Claimant's Name:
i	i.	Claimant's WDAA Member #:
i	ii.	Claimant's full mailing address:
į	٧.	Claimant's telephone numbers: Home ( )
١	<b>/</b> .	Claimant's e-mail address:
٧	/i.	Name of the authorized spokesperson or representative (i.e. lawyer, trainer, parent):
١	/ii.	Contact details for Authorized spokesperson/representative (i.e. lawyer, trainer, parent):
		Email address:Cell ( )
		Mailing Address:
RVI	٨W	RULE, REGULATION, POLICY, OR REQUIREMENT VIOLATED
Pleas	se i	dentify each bylaw, rule, regulation, policy, or Sports Act provision that forms the basis of this complaint.



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### STATEMENT OF THE DISPUTE Please provide on Attachment A in clear and concise language, in numbered paragraphs, the facts supporting the alleged violation(s), including how the WDAA has failed to comply with their obligations. **REMEDY** Please specify the outcome or relief you are seeking: IDENTIFICATION OF ANY PARTIES CLAIMED TO BE AGGRIEVED Please indicate on Attachment B, to the best of your knowledge, the name and contact information of any person(s) who claim to be aggrieved by the WDAA. IDENTIFICATION OF ANY INDIVIDUALS OR ENTITIES THAT ALLEGEDLY CAUSED OR CONTRIBUTED TO THE ALLEGED VIOLATION Please indicate on Attachment C, to the best of your knowledge, the name and contact information of any individuals or entities that allegedly caused or contributed to the alleged violation. 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 deadline to resolve the dispute: **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 compliant or proceeding is being heard and if available, the contact information of the parties involved: **SIGNATURE** Printed Name

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



## WDAA Governance Complaint Form ATTACHMENT A

STATEMENT OF THE DISPUTE



# WDAA Governance Complaint Form ATTACHMENT B

LIST OF AGGRIEVED PARTIES



# WDAA Governance Complaint Form ATTACHMENT C

LIST OF INVOLVED PARTIES