



Dispute Resolution Complaint Form

Please note the following:

- Substantiated allegations will be considered for sanctions ranging in severity.
- Complete confidentiality of the complaint process cannot be guaranteed. The contents of the document may be shared in an effort to resolve this complaint. By completing the form, you agree that the HCBC Dispute Resolution Chair may share some or all of the information in the process of resolving the complaint.
- Complaints must not be frivolous in nature, and must be related to Equestrian Sport or any event as described in the Horse Council BC Code of Conduct. HCBC is not able to resolve disputes involving business deals, buying or selling of horses, boarding complaints or those of a personal nature not described the HCBC Code of Conduct. HCBC cannot accept disputes related to employment or nonpayment of amounts owed.

1 - Person making the complaint

☐ Athlete ☐ Parent ☐ Volunteer ☐ Witness to Incident ☐ Other _____

First Name: _____

Last Name _____

HCBC # _____

Address _____

City/Town _____

Province _____

Postal Code _____

Phone _____

Email _____

2 - Person on whose behalf the complaint is made: (to be completed if different from above)

First Name _____

Last Name _____

HCBC # _____

Birth Date (yyyy-mm-dd) _____

3 - Name of person(s) against whom you are complaining

First Name _____

Last Name _____

HCBC # _____

4- When or where did the incident occur? (date and location) _____

5 - Please check the ground(s) that best describe your complaint

A-Harassment

Type of Behaviour ☐ Conduct ☐ Gestures ☐ Comments

Based on ☐ race ☐ ethnicity ☐ disability ☐ color ☐ religion ☐ age ☐ sexual orientation

☐ Gender ☐ marital status ☐ family status ☐ pardoned conviction

B -Abuse

Type of Behaviour ☐ Physical ☐ Emotional ☐ Sexual ☐ neglect

C -Bullying

Type of Behaviour ☐ Physical ☐ Verbal ☐ Written

D -Misconduct – description of offence (submit as an individual document if more space required)

6 – Particulars

- Provide a summary of the incident or incidents you are complaining about. You may attach additional documents that you feel will help clarify the basis for your complaint.
- Your summary must answer the following questions, but is not limited to these questions.
- Who was present at the time the incident(s) occurred? This includes participants as well as witnesses. Provide names and contact information
- Provide a succinct summary of the incident(s) in your own words
- How to the incident(s) relate to the grounds you are selecting above?
- What are the remedies or resolutions that you are seeking?

Attach additional documents (PDF, DOC or JPEG formats only)