

Incident Report Form

Section 1: Complainant Information

1.	Name of Complainant:	
2.	Contact Information <ul style="list-style-type: none"> • Email Address • Phone Number 	
3.	Relationship to Incident: <i>(eg. Witness, Victim, etc)</i>	
4.	If Minor, Name of Guardian/ Parent/Representative:	
5.	Guardian/Parent/Representative Contact Information: <ul style="list-style-type: none"> • Email Address • Phone Number 	

Section 2: Description of Complaint

6.	Date of Incident:	
7.	Description of Incident: <i>(Provide a detailed description of the Alleged Maltreatment, including specific actions or behaviours)</i>	
8.	Individual/Party Involved: <i>(Specify the name(s) of the individual(s) or party(ies) allegedly involved in the incident)</i>	
9.	Witnesses (if any): <i>(List any witnesses to the incident, including their names and contact information if available)</i>	

Section 3: Additional Information

10.	Supporting Documentation: <i>(Attach any relevant documentation, such as emails, text messages, photos, etc. if available)</i>	
11.	Have you reported this incident elsewhere? [Yes/No] <i>(If Yes, please provide details)</i>	

12.	Requested Action: <i>(Specify what action you are requesting Canlan Sports to take in response to your complaint)</i>	
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Section 4: Declaration

I, [Complainant's Name], hereby certify that the information provided in this complaint form is true and accurate to the best of my knowledge and belief. I understand that filing a false complaint may result in disciplinary action against me.

Signature: [Digital Signature if Submitted Electronically] **Date:** [Date of Submission]

Email your completed for to privacyofficer@canlansports.com.

By completing and submitting this form, I consent to Canlan Sports processing my personal data in accordance with its Maltreatment Complaint Management Policy for the purpose of investigating and resolving this complaint.