



SOUTHERN VALLEY FIGURE SKATING CLUB CONFLICT, COMPLAINT, OR INCIDENT REPORT FORM

Your Name:
Phone Number:

U.S. Figure Skating/Learn to Skate Number (if you have one): _____

Report Date: _Time:

Incident Date: _____ Time: _____ Location:

Specific bylaw, rule, policy, procedure allegedly violated, or alleged misconduct:

Specific Persons involved, including any witnesses (please list first & last names if known):

Please describe in detail the conflict, complaint, or incident and any actions taken to resolve informally:

Signature of person completing this form: _____

Submit form to president@svfsc.org, or another Board member if there is a conflict of interest with the president

***The Southern Valley Figure Skating Club Board will take this complaint/report seriously and will fully investigate it to the best of their ability. However, the club is not obligated to provide any outcomes of the investigation or consequences, if any are determined.**

- Received by President Date: _
- Sent to: _____ Date: _____
- Follow Up Completed Date: _____

Actions Taken:

CONFIDENTIAL: The contents of this document are confidential and intended to be viewed only by the Southern Valley Figure Skating Club Board Members, or designees, as assigned by the Board. Reproduction of or sharing of the document with anyone not directly stated above is strictly forbidden.