

Dispute Resolution Report 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 to the appropriate panel members or relevant parties in the process of resolving/investigating the complaint.
- The HCBC Code applies to any Members conduct during the business, activities, and events of Horse Council BC including, but not limited to competitions, practices, evaluations, training sessions, travel associated with organizational activities, the office environment, and any meetings. As such, disputes and complaints can only be considered if they meet the criteria of a Horse Council BC event.
- Complaints must not be frivolous in nature or retaliatory. HCBC is not able to act on disputes involving business deals, buying or selling of horses, boarding complaints, leasing, business practices, housing and rentals arrangements, or those of a personal nature. HCBC cannot accept disputes related to employment or nonpayment of amounts owed.
- Incidents where there are threats of violence, child abuse and personal safety should be reported to the Police.

Please provide a summary of the incident or incidents you are reporting. You may attach additional documents that you feel will help clarify the basis for your complaint. Include who was present at the time the incident(s) occurred. This includes participants as well as witnesses. Provide names and contact information. Attach these documents (PDF or Word formats only) to this report.

Date of submission of this Report form	
Date(s) of incident	
Location of incident	

Did the incident take place at a HCBC clinic, workshop, meeting, competition or any HCBC event?	Yes	No
Is there an RCMP file created in regards to this complaint?	Yes	No
Has legal counsel been engaged?	Yes	No

Please note the ground(s) that best describes the nature of your report. Check all that apply.

Harassment	Abuse/maltreatment	Bullying	Misconduct

Person making the complaint (check which apply)

Athlete	Parent	Volunteer	Witness	Other
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Complainants Signature: _____ **Date** _____

Parent or Guardians Signature: (if complainant is a minor) _____

Complainant

First Name	
Last Name	
HCBC#	
Address	
City/Town	
Province	
Postal Code	
Phone	
Email	

Person on whose behalf the report is being made: (if different from the Complainant)

First Name	
Last Name	
HCBC #	
Birthdate (if a minor)	
Address	
City/Town	
Province	
Postal Code	
Phone	
Email	
Has this person agreed to the filing of this report?	

Name of person or persons who's conduct initiated this report

First Name(s)	
Last Name(s)	
HCBC# (if known)	
Address	
City/Town	
Province	
Postal Code	
Phone	
Email	

***Return this form and supporting documents to: Horse Council BC, 27336 Fraser Hwy, Aldergrove, BC V4W 3N5
 Attention; Confidential to the Dispute Resolution officer
 or email to coaching@hcbc.ca***