

## APPENDIX I-2

### GNS COMPLAINT SUBMISSION RESOURCE

Gymnastics Nova Scotia is committed to ensuring that all of our participants are able to enjoy the sport in a safe and inclusive environment that is free of abuse, harassment, and discrimination. Ensuring that safe environment is a shared responsibility of each individual member in our gymnastics community. For Provincial team and Gymnastics Nova Scotia events/activities related concerns, please complete the following form to the best of your ability and submit to the Executive Director, Angela Gallant at [gns@sportnovascotia.ca](mailto:gns@sportnovascotia.ca) or Gymnastics Canada Safe Sport Director.

An individual who files a complaint has the following responsibilities:

- To report the incident(s) as soon as possible, especially if their safety and/or the safety of others is at risk
- To provide as much detail as possible about the alleged conduct, including the date, time, and location of the incident(s), the name of the person alleged to have engaged in misconduct, details of what happened and/or what was said, names of any witnesses, description of action taken (if any), and copies of any documents that may be relevant, e.g., a letter, email, or note that pertains to any matter in issue
- To cooperate fully in the investigation and resolution of any concerns, incidents, and complaints
- To uphold the strict confidentiality of all individuals involved in the matter
- To refrain from knowingly submitting a false, malicious, or vexatious report of misconduct or complaint to Gymnastics Nova Scotia

For more information, please review the Gymnastics Nova Scotia Complaints and Discipline Policy. If you have questions or concerns prior to submission, please contact Gymnastics Nova Scotia's Executive Director, Angela Gallant at [gns@sportnovascotia.ca](mailto:gns@sportnovascotia.ca) or 902-425-5450, ext. 338.

<b>Section 1: Person Filing the Complaint</b>		
Name:	Date of Submission:	
Mailing Address:	City, Province:	Postal Code:
Member Club:	Phone Number:	
Email Address:		
<b>Section 2: General Complaint Information</b>		
Is this complaint being submitted on behalf of a minor (under 18 years old)?: _____ Yes _____ No		
If yes, please provide the name, age and Member club/province of the minor: _____		
If yes, please state your relationship with the minor (e.g., parent/guardian, coach, other): _____		
If you are not the parent/guardian of the minor, please confirm whether you have made the parent or guardian aware of the complaint: _____ Yes _____ No		
Please provide the name and contact information of the parent/guardian: _____		
Have you contacted any authorities in relation to your concern(s)?: _____ Yes _____ No		
If yes, please list the organization in which your concern was directed (e.g., police services, child protection agency): _____		
Please list the date and time of contact: _____		
Contact information for individual at respective organization: _____		

Please describe the incident(s) of misconduct in as much detail as possible, including the name, member club/province, and role of the person(s) in which the complaint is against, nature of the incident(s), dates, locations, names and contact information of potential witnesses, response (if any), and all other pertinent information.

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Please attach additional pages and any supporting documentation that may be helpful in reviewing the complaint.