

## Serpentine Swimming Club Grievance Procedure - Grievance Form

Member Name:	
Member home address:	
Date form submitted:	
Date, time and location of the event. If online, please explain where online with a URL if possible.	
Witnesses	
Account of the event – <i>please provide a detailed account of the occurrence. Include the names of any additional persons involved. Please attach any documents to provide additional information from the grievant or witnesses or others.</i>	
Violations – <i>provide a list of any policies, procedures or guidelines that have been violated in the event described.</i>	
Proposed solution – <i>Please retain a copy of this form for your own records. As the grievant, your signature below indicates that the information you've provided on the form is truthful</i>	
Signature of the person completing this form	
Date	
Received by: <i>Printed name and signature</i>	