



Complaint Submission Form

Submit the completed form with attachments (2-page form)

Section 1: Complainant			
Name:		Date of Submission to AGF:	
Mailing address:		City, Province:	Postal Code:
Phone number (day):	Phone number (evening):	Member Club:	
Email:			
Is this complaint being made on behalf of a minor? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If yes, provide the name and age of the minor:			
Section 2: Respondent – Person or Entity Against Whom the Complaint is Being Made (Please complete as much as possible)			
Name:		Date:	
Mailing address:		City, Province:	Postal Code:
Phone # 1:	Phone # 2:	Member Club:	
Email:			
Is the Respondent a minor? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Name of parent or guardian of this minor:			

Complaint: Describe the incident(s) complained of in detail, including dates, locations, witnesses, and all pertinent information (attach additional pages if necessary).

Outline any additional information or supporting documentation that would be helpful.

Specify the relevant name and sections of AGF Policies alleged to have been breached:

FOR AGF STAFF

Date received:	Received by:	Name of Case Manager assigned:	Internal: External: Phone #: Email:
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FOR CASE MANAGER

Does the complaint fall within the jurisdiction of AGF? NO (dismiss) YES

Is the complaint Frivolous and Vexatious? NO YES (dismiss)

Is the information included in the complaint complete / sufficient to proceed? NO YES

Advise that complaint has been dismissed or request additional information prior to proceeding:

YES Date:

Next Steps – Case Manager

1. Communication by Case Manager of receipt of complaint and provide preliminary process information to Complainant and Respondent: YES Date:
 2. Informal resolution or agreement to proceed to ADR? YES Date:
 3. Appointment of Panel: YES Date:
 4. Determination of format of hearing: Complete Format:
 5. Panel Decision completed timely: YES Date:
 6. Panel decision communicated to Respondent and Complainant: YES Date:
 7. Decision and Materials Received by AGF office: YES Date:
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