



FRASER VALLEY WATER POLO CLUB

SUBMISSION FORM: REPORTING AN INCIDENT OR COMPLAINT

Incidents or complaints should be reported within 21 days of experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly. Report any incidents or complaints to the FVWPC President at president@fraservalleywaterpolo.com. If the reporting contact named as President is the person engaging in bullying and harassing behaviour, contact the Vice-President or another member of the FVWPC executive. Contact information is available on the FVWP website.

Report submitted by:	Phone: Email:
Date of incident:	
Name of people involved in incident:	
Description of incident: <i>Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint.</i> <i>Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.</i>	