

COMPLAINT FORM

Use this form if you are making a complaint to the Victorian Canine Association Inc. against a member and you say that the member has breached the VCA rules, regulations or codes of ethics or practice

PERSON MAKING COMPLAINT	
Your full name	
Your address <i>(This can be your residential address or a mailing address)</i>	
Contact details <i>(So that the VCA and its investigators can contact you)</i>	
<ul style="list-style-type: none"> • During business hours: • After hours: • Other contact number (eg. Mobile) • Email address 	
<p>Are you a VCA member? <i>(Circle one)</i></p> <p style="text-align: center;">No</p> <p style="text-align: center;">Yes (Give your membership number) _____</p>	
DEFENDANT - PERSON YOU ARE COMPLAINING ABOUT	
Name of the defendant	
<i>(If you do not know the defendant's name, say how the defendant can be identified eg. handler of exhibit 37 at specified show)</i>	
Address of defendant <i>(If known)</i>	
Have you spoken or written to the person about the matters you are complaining about?	<p style="text-align: right;"><i>(Circle one)</i></p> <p>No</p> <p>Yes (Give details):</p>
Would you be prepared to attend a formal mediation session with the person to discuss your complaint?	<p style="text-align: right;"><i>(Circle one)</i></p> <p>Yes</p> <p>No</p>

DETAILS OF COMPLAINT	
NOTE: A copy of this form but with the contact details for you and any witnesses deleted may be sent to the defendant.	
<p>Briefly describe which VCA rules, regulations or codes you say have been broken</p> <p><i>(eg. Mistreatment or cruelty to dog; bringing the VCA into disrepute etc.)</i></p>	
<p>Specify when and where the behaviour you are complaining about occurred</p> <p><i>(eg. At approximately 3.00pm on 3 February 2007 at the X Dog Club Show)</i></p> <p>If the behaviour occurred at a VCA approved event (eg. A Show or Trial):-</p> <p>Did you make a complaint about the behaviour on the day?</p> <p>Whom did you complain to and what was the outcome?</p>	
<p>Briefly describe what happened</p> <p><i>(eg. As the defendant left the ring I saw her hit her dog Fido several times until he was cowering on the ground)</i></p>	
DETAILS OF EVIDENCE	
<p>Are there any documents which you say help prove your allegations?</p> <p><i>If so attach copies of them or say what and where those documents are.</i></p>	

ADDITIONAL INFORMATION

If there is anything else you want to tell the VCA about your complaint, please set out the details. Attach extra pages if you need to. Sign each additional page.

Date <i>(Insert date you complete this form)</i>	____/____/20____
Your signature	_____

I acknowledge that a copy of this declaration will be provided to the respondent, AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Declared at in the State of Victoria[Date]

Signature..... VCA Membership No

WHAT HAPPENS NOW?

- Once the VCA receives your complaint and you pay the applicable fee of \$250.00, your complaint will be sent to the investigations committee & mediation panel.
- These committees will decide if the complaint is a matter to be investigated by the VCA and mediated, or if it is a matter which should not be dealt with by the VCA.
- You will be told what they decide to do.
- If the matter is to be investigated, you and your witnesses may be contact by VCA Investigators.