



## **PROCEDURE FOR FILING A FORMAL COMPLAINT WITH CLUB SUPERINTENDENT AT EVENT**

If you wish to file a complaint against a person alleging a violation of the rules pertaining to this event, please complete the attached *Official Complaint Form* and ensure that it is filed with the club superintendent no later than 15 minutes after the completion of judging if you wish your complaint to be heard at this time.

The appropriate complaint deposit as noted below must accompany the *Official Complaint Form*:

### **Complaint Deposit**

CKC Members \$200.00 + applicable taxes  
Non-Members \$300.00 + applicable taxes

Please note that fees are due and payable in Canadian dollars. Discounted cheques or money orders will not be accepted.

Please note that a complaint against the club holding the event or any of its officials must be submitted directly to the CKC within ten days of this event. You may obtain a form for this purpose from the club superintendent or contact the Regulatory Division of the CKC for guidance.

Upon receipt of the completed form and complaint deposit the club is required to conduct a hearing into this complaint. The club will then submit a record of the hearing to the CKC, along with its recommendations, and The Canadian Kennel Club's Discipline Committee will review the club's report and render a final decision. Please refer to the rule book for the procedures that are to be followed in conducting a hearing.

Should you have any questions regarding these procedures, please contact the Regulatory Division of the CKC during regular business hours of 9:00 a.m. to 5:00 p.m., Monday to Friday.

### **Correspondence should be forwarded to:**

The Canadian Kennel Club  
Attention: Regulatory Division  
**200 Ronson Dr., Unit 400**  
**Etobicoke ON M9W 5Z9**



## Official Complaint Form

(Shows and Trials)

This form is to be used in connection with a complaint against an individual. The complaint is to be dealt with as provided in the appropriate CKC rules governing the particular event. This form must be accompanied by the appropriate deposit (i.e., \$200.00 plus taxes member and non-member \$300.00 plus taxes).

CKC Governing Rule Book \_\_\_\_\_

Include Chapter, Section and Applicable Rule Book

COMPLAINANT

DEFENDANT

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Complete Address

\_\_\_\_\_  
Complete Address

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Nature of Complaint (use extra paper if necessary)

\_\_\_\_\_  
Name of Club

\_\_\_\_\_  
Date of Show/Trial/Test

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Signature of Defendant

This complaint was lodged with the \_\_\_\_\_ on \_\_\_\_\_

Title of Club Official

Date

\_\_\_\_\_  
Printed Name of Club Official

\_\_\_\_\_  
Signature of Club Official