



**Formal Complaint Form**  
100, 251 Midpark Blvd SE, Calgary, AB T2X 1S3  
Phone: 403.253.4411 • Toll Free: 1.877.463.6233  
Fax: 403.252.5260 • [execdir@albertaequestrian.com](mailto:execdir@albertaequestrian.com)  
[albertaequestrian.com](http://albertaequestrian.com)

To file a formal complaint, please complete this form. Formal complaints, where outside of other jurisdiction e.g. Equine Canada competitions rule book, and where deemed necessary, will be submitted to the Alberta Equestrian Federation Board of Directors.

Please know that all information provided will be held in strict confidence by the Alberta Equestrian Federation Board of Directors.

Please use additional sheets of paper where needed.

### Part 1: Person(s) Submitting The Formal Complaint

Person completing this form: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

AEF Number (if available): \_\_\_\_\_

Email: \_\_\_\_\_

### Part 2: The Complaint

Please describe the circumstances causing your complaint (give specific factual details, times, location, and name of all individuals involved or who witnessed the situation).

What was the date of the circumstances causing your complaint? \_\_\_\_\_

**Part 2 Continued**

Explain how you have been harmed or affected by this circumstance.

Please describe your efforts resolve this complaint informally and the responses to your efforts.

Date	With Whom did you communicate?	Describe conversation

**Part 2 Continued**

Optional - Please describe the outcome or remedy you seek for this complaint.

Signature of person submitting report: \_\_\_\_\_

Date filed: \_\_\_\_\_

**Payment** (price includes GST)

Complaint Filing Fee: \$50.00 All fees are non-refundable

Cheque Number: \_\_\_\_\_

*Please make cheques payable to: Alberta Equestrian Federation*

Visa/Mastercard Card Number: \_\_\_\_\_

Expiry: \_\_\_\_\_ CSV: \_\_\_\_\_

Card Holder Name (print): \_\_\_\_\_

Authorizes Alberta Equestrian Federation to charge his/her/business credit card \$50 as indicated above.

Signature: \_\_\_\_\_

Please submit form to [execdir@albertaequestrian.com](mailto:execdir@albertaequestrian.com)

*You will receive an email or phone call that your formal complaint has been received within 7 - 10 days of receipt.  
All complaints that go to the AEF Board of Directors shall be addressed at the next meeting of the board.*