



## COMPLAINT FORM

### COMPLAINT AGAINST ANOTHER MEMBER OF US SPEEDSKATING

This Complaint Form (the "Form") for a Complaint Against Another Member of US Speedskating ("USS") must be filed by a member of USS (the "Claimant") alleging that another member of USS (the "Respondent") has violated one (1) or more of USS's Bylaws, rules, policies and/or procedures.

A Complaint Against Another Member (the "Complaint") that is not filed in accordance with Section 14.11 of the USS Bylaws shall render the filing defective, and the Complaint shall not be considered to have been properly filed. The Complaint shall be filed with the Executive Director of USS and **shall also be accompanied by a non-refundable filing fee of \$250.00 made payable to USS**. This Form, its Attachments A, and the filing fee shall be sent or emailed to the attention of the Executive Director at the following address: 5662 Cougar Lane, Kearns, UT 84118; membership@usspeedskating.org. Any questions concerning this Form or the filing of the Complaint may be directed to the Executive Director via email at membership@usspeedskating.org or by phone at 801.417.5360. **As set forth in Section 14.11(v) of the USS Bylaws, the Complaint must be submitted within one hundred and eighty (180) days of the date that Claimant knows, or reasonably should have known, of the facts giving rise to the Complaint.**

#### I. THE CLAIMANT

1. Claimant(s). If there is more than one (1) Claimant, please list all Claimants' names and complete contact information for the primary Claimant.

1.1 Name of Claimant(s): \_\_\_\_\_

1.2 Primary Claimant's full mailing address: \_\_\_\_\_  
\_\_\_\_\_

1.3 Primary Claimant's telephone and fax numbers:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

1.4 Primary Claimant's e-mail address: \_\_\_\_\_

1.5 Name of the authorized spokesperson or representative (i.e., lawyer, coach, parent):  
\_\_\_\_\_



1.6 Full mailing address of the authorized spokesperson or representative:

\_\_\_\_\_  
\_\_\_\_\_

II. THE RESPONDENT:

2. Respondent(s). If there is more than one (1) Respondent, please complete for all Respondents. Claimant may attach additional sheets if necessary.

2.1 Name of Respondent(s): \_\_\_\_\_

2.2 Respondent's full mailing address: \_\_\_\_\_

2.3 Respondent's telephone and fax numbers, if known:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

2.4 Respondent's e-mail address, if known: \_\_\_\_\_

III. RULE VIOLATION(S):

3. Please cite the specific provision or provisions of USS's Bylaws, rules, policies and/or procedures that Respondent has allegedly violated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. STATEMENT OF THE DISPUTE:

4. Please provide on Attachment A the factual and legal basis (in numbered paragraphs) upon which you allege with particularity that Respondent has violated one (1) or more of USS's Bylaws, rules, policies and/or procedures.

V. REMEDY:

5. Please specify the outcome or relief you are seeking: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



VI. URGENCY:

6. To the best of your knowledge, please indicate whether there is an urgency to resolve the dispute. If so, provide the reasons justifying the necessity for an expedited procedure and the deadline to resolve the dispute: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VII. OTHER PROCEEDINGS:

7. To the best of your knowledge, please indicate whether you are aware of any other complaint filed or other ongoing proceedings that might have an effect on the present Complaint. If you are aware of any such complaint or proceedings, please provide the forum in which the complaint or proceeding is being heard, and, if available, the names and contact information of the parties involved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VII. SIGNATURE:

8. This Form must be signed by the Claimant (or the Claimant's authorized spokesperson or representative), or, if the Complaint is being brought on behalf of a team, by a representative of the team.

*By signing this Form, I attest that I have served a copy of the Complaint on the Respondent(s) listed in Section II.*

Signature of the Claimant or Authorized Spokesperson/Representative:

Signed on: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)



**For US Speedskating internal purposes only:**  
**Date received by U.S. Speedskating:** \_\_\_\_\_

**Was the Complaint filed within the applicable deadline set forth in Section 14.11 of the USS Bylaws? (check one):**

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No (If not, and there are no mitigating circumstances, then the Complaint should be dismissed)**

**Was the filing fee paid?**

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No (If not, then the Complaint should be returned to the Claimant)**

**Was the Complaint completely filled out?**

\_\_\_\_\_ **Yes (If so, forward to the Chair of the Judicial Committee)**

\_\_\_\_\_ **No (If not, notify the Claimant in writing immediately of any defects)**

**Has the Executive Director determined that a violation of one (1) or more rules, policies, procedures, and/or these Bylaws has occurred, or an act or omission has occurred involving malfeasance and/or conduct detrimental to the best interests of US Speedskating or the sport of Speedskating?**

\_\_\_\_\_ **Yes (If so, then this matter should be treated as a disciplinary matter, and all parties should be notified accordingly in writing)**

\_\_\_\_\_ **No (If not, then the matter should be referred to the Chair of the Judicial Committee)**

**Date forwarded to Chair of Judicial Committee:** \_\_\_\_\_



**ATTACHMENT A**

**STATEMENT OF THE DISPUTE**

