|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Details of the event / For a social media complaint please attach copy of relevant posting**  If you wish to complain about an incident involving conduct at a Kennel Club licensed event or social media activity in connection with a licensed event, please complete this form and submit it together with your completed witness statement(s)/copy social media postings to: [Conduct.Complaints@thekennelclub.org.uk](mailto:Conduct.Complaints@thekennelclub.org.uk)  If you need any assistance then please contact the Conduct Complaints team at the email address above.  **the Canine Activities Complaint Officer, The Kennel Club, 10 Clarges Street, London W1J 8AB.**  Logo - suitable for signatures  **CONDUCT COMPLAINT FORM**  **To be completed by the person making the complaint** | | | | | | | | | | | | | | | |
| Date of the event/incident: | | |  | | | | | | | | | | | | |
| Name/type of event: | | |  | | | | | | | | | | | | |
| Confirm whether the incident was reported to the Event Officials at the event? | | | | | | | Yes: | | |  | | | No: | |  |
|  | | | | | | | | | | | | | | | |
| **2. Your details as the Complainant** (the person making the complaint) | | | | | | | | | | | | | | | |
| Full Name (including title): | | |  | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | |
| County: |  | | | Postcode: | | | | |  | | | |
| Email address: | | |  | | | | | | | | | | | | |
| Capacity you attended the event (Exhibitor/Competitor/Judge/Show Official/Visitor): | | | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **3. Respondent’s details** (the person you wish to bring the complaint against) | | | | | | | | | | | | | | | |
| Full Name (including title if known): | | |  | | | | | | | | | | | | |
| Contact details (if known): | | |  | | | | | | | | | | | | |
| Capacity Respondent attended the event (Exhibitor/Competitor/Judge /Show Official): | | | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **4. Witness(es) to the incident** (person(s) who directly saw and heard the incident)  Please submit signed statement(s) from the witness(es) you list below.  Please use the Kennel Club Witness Statement form**.** If you would prefer the Kennel Club to contact your   witnesses please confirm in Section 5. | | | | | | | | | | | | | | | |
| 1. Witness name: | |  | Email: |  | | | | | | | | | | | |
| How is he/she known to you? | | |  | | | | | | | | | | | | |
| 2. Witness name: | |  | Email: |  | | | | | | | | | | | |
| How is he/she known to you? | | |  | | | | | | | | | | | | |
| 3. Witness name: | |  | Email: |  | | | | | | | | | | | |
| How is he/she known to you? | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **5. Details of the incident** (provide a statement of what happened) /attach copy relevant social media posting | | | | | | | | | | | | | | | |
| Please give a clear and accurate account of the incident. (Only one additional sheet may be submitted with this form if necessary.) | | | | | | | | | | | | | | | |
| Advise whether there is any civil or criminal action pending or intended as a result of the incident? | | | | | | Yes: | | |  | | No: | | |  | |
|  | | | | | | | | | | | | | | | |
| **6. Declaration and consent to disclosure** | | | | | | | | | | | | | | | |
| I declare that I understand and agree that the Kennel Club:   * + - might decide not to progress the complaint based on the evidence provided and that its decision is final.     - will not commence any disciplinary proceedings until any civil or criminal proceedings associated with the complaint have concluded.     - all information is kept confidential and used for the purposes of this complaint.   I understand that by signing this form, I am giving my consent to the Kennel Club to disclose any or all of the information to be provided to the Respondent and the relevant committee, with the exception of contact details. | | | | | | | | | | | | | | | |
| **Signature:** |  | | | | **Date:** | | |  | | | | | | | |

Complaint Form / Version 3 / Issue date: November 2023