

CANINE ASSOCIATION OF WA INC.

(Dogs West)

**COMPLAINT FORM**

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

<b>PERSON MAKING COMPLAINT</b>	
<b>Your full name</b>	
<b>Your address</b> <i>(This can be your residential address or a mailing address)</i>	
<b>Contact details</b> <i>(So that the CAWA and its investigators can contact you)</i>	
<ul style="list-style-type: none"> <li>• During business hours: After hours:</li> <li>• Other contact number (eg. Mobile)</li> <li>• Email address</li> </ul>	
<p>Are you a CAWA member?</p> <p style="text-align: right;">No</p> <p style="text-align: right;">Yes                      Membership No: _____</p>	
<b>DEFENDANT - PERSON YOU ARE COMPLAINING ABOUT</b>	
<b>Name of the defendant</b>	
<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>	
<b>Address of defendant</b> <i>(If known)</i>	
<p><b>Have you spoken or written to the person about the matters you are complaining about?</b></p> <p style="text-align: right;">No                      (Give details):</p> <p style="text-align: right;">Yes</p>	

<b>DETAILS OF COMPLAINT</b>	
<b>NOTE:</b> 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 CAWA rules, regulations or codes you say have been broken</p> <p><i>(eg. Mistreatment or cruelty to dog; bringing the CAWA 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 2013 at the X Dog Club Show)</i></p> <p>If the behaviour occurred at a CAWA approved event (eg. A Show or Trial):-</p> <ul style="list-style-type: none"> <li>• Did you make a complaint about the behaviour on the day?</li> <li>• Whom did you complain to and what was the outcome?</li> </ul>	
<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>	
<b>DETAILS OF EVIDENCE</b>	
<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 CAWA about your complaint, please set out the details. Attach extra pages if you need to. Sign each additional page.

Date

*(Insert date you complete this form)*

\_\_\_\_/\_\_\_\_/20\_\_\_\_

I acknowledge that a copy of this declaration may be provided to the defendant (with contact details for myself and any witnesses deleted), 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 Western Australia rendering persons making a false declaration punishable for wilful and corrupt perjury.

Declared at ..... in the State of Western Australia.....[Date]

Signature..... CAWA Membership No .....

**WHAT HAPPENS NOW?**

- Once the CAWA receives your complaint and you pay the applicable fee of \$150 (ANKC Members only), your complaint will be sent to the Investigations Committee. The committee will decide if the complaint is a matter to be investigated by the CAWA, or if it is a matter which should not be dealt with by the CAWA. You will be advised of their decision.  
If the matter is to be investigated, you and your witnesses may be contact by
- CAWA Investigators.