

CC & GTCC CLAIMS FORM

In order to file a claim for a violation of the CC & GTCC Code of Ethics you must fill out the claims form. Providing incomplete information may result in a summary denial of your claim. Intentionally filing false information may result in the revocation of your membership.

CLAIMANT'S INFORMATION

NAME: \_\_\_\_\_ CLUB # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TEL. # (DAY) \_\_\_\_\_ (EVENING) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

NAME, ADDRESS & CC & GTCC NUMBER OF THE PERSON AGAINST WHOM THE COMPLAINT IS LODGED: Contact the Membership Officer ([membership@ccgtcc.com](mailto:membership@ccgtcc.com)) and request verification that the person is a current member of the club.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

CC & GTCC # \_\_\_\_\_

TEL: # \_\_\_\_\_

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

(E-mail name) \_\_\_\_\_

1. Code of Ethics Provisions alleged to have been violated (by number and content)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Basis for the Complaint (Succinctly state the nature of the claim and include the dates of any relevant event or communication.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach additional page or pages to complete the information.)

3. Using separate pages, attach copies of the writings, posts or e-mail posts you have had with the other person including URL sites to your posts that relate to this claim.
4. In the event the claim is based upon unrecorded oral conversations by telephone or otherwise, provide the substance of the conversation believed relevant to your claim, including dates and persons known by you to be privy to the conversations. (Use separate pages)
5. Provide the name, address, e-mail address & telephone # of any person whom you believe has information pertinent to your claim. (Use separate pages)
6. I understand that the Director or investigator of the Claim may require additional information and agree to provide this information if known to me.
7. State what, if any, steps you have taken to resolve the matter prior to filing the claim and what response the other person made to these efforts (if not included in items 2 & 3 above).
8. Set forth any recommendation for resolution of the claim you believe would fairly resolve the issues and the complaint.

I state that the information provided in support of my claim including attachments is true and correct and further that it is based upon my first hand knowledge unless I have indicated otherwise by properly attributing such information to other identified sources. I understand that if I have intentionally provided false or misleading information that my claim shall be summarily denied and my membership in the CC & GTCC may be revoked.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Send the completed and signed form to:

Jay Sands, Vice-President  
5371 Carmento Drive  
Oak Park, CA 91377

Email: [vicepresident@ccgtcc.com](mailto:vicepresident@ccgtcc.com)