

Club Complaint Form Template – *INSERT CLUB NAME*

Please complete all sections of this form where possible. Thank you.

1. Your Details

First Name, Surname	
Full Address	
Email Address	
Contact Number/s	

2. What is your connection to the Club PLEASE TICK?

Athlete	Volunteer	Family Member	Member of the public	Other Please Specify

3. How would you like to be contacted?

Phone Email Written correspondence

4. What is your preferred time for contact:

Morning Afternoon After 5pm Anytime

5. Have you used the informal steps of this procedures first?

Yes No

Please refer to the Club's Complaints Policy for full details of the procedures.

6. Please outline the Complaint, including dates and times of actions; and list your specific concerns (please use additional sheets if necessary)

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7. How would you like this complaint resolved?

Print Name

Signed

Date ___ / ___ / ___

Forms can be returned via email to INSERT EMAIL or addressed to the Club's Complaint Administrator at INSERT CORRESPONDENCE ADDRESS