

## 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)

|  |
|--|
|  |
|--|

**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**