



Complaints Form

YOUR DETAILS	
Full Name	
Address	
POSTCODE	
PHONE NUMBER	
EMAIL	
ARE YOU A CLUB MEMBER	YES/NO
Do you require any reasonable adjustments to support you through the complaints process? (e.g., large print, assistance with completing the form, alternative communication methods)	
DETAILS OF YOUR COMPLAINT	
Date of Incident	
Time (if relevant)	
Location	
Names of any individuals involved (if known)	
Description of Complaint <i>(Please provide as much detail as possible, including what happened, who was involved, and any steps you have taken so far.)</i>	

SUPPORTING EVIDENCE	
<ul style="list-style-type: none"> • Do you have any supporting evidence? (e.g., photos, emails, witness statements) <i>(If yes, please attach or describe below.)</i> 	
DESIRED OUTCOME	
<ul style="list-style-type: none"> • How would you like the club to resolve your complaint? 	
DECLARATION	
I confirm that the information provided is accurate to the best of my knowledge. I understand that my complaint will be handled confidentially and in line with the club's complaints policy.	Signature Dated

For Club Use Only (To be completed by the club)

- **Complaint Received By:**
- **Date Received:**
- **Action Taken:**
- **Outcome:**
- **Date of Response to Complainant:**
- **Further Action Required? (Yes/No)**