

**Premier Taekwondo**

**Complaints Policy – Formal Complaint Form**

**Please complete this form and return it, via the club office, to the Club Development Officer, or Chairperson, who will acknowledge its receipt and inform you of the next stage in the procedure.**

Your Name:

Child/members name (if relevant to your complaint):

Your address:

Telephone Numbers:

Email Address:

**Please give concise details of your complaint (including dates, names of witnesses etc.) to allow the matter to be fully investigated. (Please use additional sheets of paper if you need to, please make sure they are stapled to this form)**

**What action, if any, have you already taken to try to resolve your complaint? (i.e. who have you spoken with or written to and what was the outcome?)**

**What actions do you feel might resolve the problem at this stage?**

Signed:

Date:

**Please complete this form and return it to the club office.**

.....  
**Club Use**

Date form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

Complaint referred to:

Date: