



IRISH SQUASH

Complaints Report Form

| | | | |
|--|--|-------------------|--|
| Report Prepared by | | Date report made: | |
| How was report of Complaint Made to IS: | | | |
| <p>Note: If report made in writing/email please attach a copy Yes/No</p> <p>Note: If report made verbally by phone/in person please request complaint in writing where possible Yes/No</p> | | | |

| Details of person making Complaint | |
|------------------------------------|--|
| Name | Club/Involvement in IS/ Member of Public etc |
| Address | Position |
| Email | |
| Phone | |
| Date of Incident | |

Time of Incident a.m. / p.m.

Details of Complaint:

How is the complainant involved in the Complaint:

If the person involved in the complaint is an employee/director please complete the following section:

| | |
|------------------------------------|--|
| Name | |
| Position | |
| Reason for presence of at the time | |

Was the complaint reported to any other person/body? - provide details below:

Was the incident witnessed by any other persons?

Witness 1

Witness 2

| | |
|---------|---------|
| Address | Address |
| Email | Email |
| Phone | Phone |

Any Other Information please include:

Completed form should be sent to: honsecretary@irishsquash.com