



# Littleover Tennis Club

## Club Manual

### Section 3 – Policies and Procedures

#### 3.4.8 Complaint Form

For recording concerns about a child or adult that involve physical/sexual/emotional/financial abuse, bullying, neglect or discrimination, please use *3.4.7 Reporting a Concern Form*.

This form may be used for any other complaint you wish to submit in writing. Please complete the form (electronically or print and use black ink) and return to the Littleover Tennis Club Welfare Officer at [littleover.tennis@ntlworld.com](mailto:littleover.tennis@ntlworld.com)

<b>Date complaint raised:</b>		<b>Date complaint received:</b>	
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#### Section 1) Details of those raising the complaint

Your details	
<b>Name:</b>	
<b>Contact details (including address and email if possible):</b>	

#### Section 2) Details of the complaint

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### Section 3) Has anyone else been informed of this complaint?

Name:	Contact details:	Date informed:

What did they say/do?	
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### Section 4) Actions Taken (Club use only)

Name:		Action:	
Date:			
Name:		Action:	
Date:			
Name:		Action:	
Date:			
Name:		Action:	
Date:			
Name:		Action:	
Date:			

### Section 5) Resolution (Club use only)

Name:		Action:	
Date:			