



INTERNAL - INCIDENT / COMPLAINT REPORT FORM

Details of the person completing the form

Name and Position Held:.....

Details of the complainant:

Name:.....

Position: (Gymnast/coach/parent).....

Details of incident / complaint:

Dates or periods of incident.....

Description of the incident: (please give as much details as possible or attach copy of complainant's letter)

Details of any action / recommendations:

Response to complainant sent to Club Coach Director / Committee Chair:

Date:

(If complainant not satisfied with the outcome it can be referred to the 2nd stage – see club complaints procedure stage 2)

Signed:..... Date:.....