



<b>Complaints Form</b>	<b>Ref No:</b>	<b>Sheet 1</b>
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<b>Today's Date:</b>	<b>Complainant:</b>
<b>Incident Date:</b>	<b>Contact No:</b>
<b>Address:</b>	
<b>Team:</b>	
<b>Team Fixture (if any):</b>	
<b>Details of your complaint: (please describe the problem)</b>	
<b>What resolution/outcome are you seeking?</b>	
<b>What to do next:</b>	
<b><u>Post this form within 7 days of the incident</u></b> (Enclose any unsigned Score Cards or other information deemed relevant.)	
<b>Post To:</b> <b>General Secretary</b> <b>Peterborough Pool Association</b>	We will send you a letter to acknowledge receipt of your complaint within 28 days of the incident and ultimately our final decision.