



<b>Complaints Form</b>	<b>Ref No.</b>	<b>Sheet 2</b>
------------------------	----------------	----------------

<b>Today's Date:</b>	<b>Respondent:</b>
<b>Incident Date:</b>	<b>Contact No:</b>
<b>Address:</b>	
<b>Team:</b>	
<b>Team Fixture (if any):</b>	
<b>Details of the complaint are attached.</b>	
<b>Response to complaint (Please include (if you wish) the names of any witnesses to the incident.) Please use additional page supplied, if necessary.</b>	
<b>What to do next:</b>	
<b><u>Post this form within 14 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 within 28 days of the incident and ultimately our final decision.

**Additional Notes (as required)**