**Complaint and Feedback Form**

**How to make a Complaint or give Feedback**

You may refer your complaint/feedback to a member of staff who will be happy to assist you. Alternatively, you can use the form below to describe the nature of your complaint/feedback and email the completed form to **rkealy@waterfordsportspartnership.ie**

**You may also post your completed form to:**

Rosarie Kealy, Coordinator, Waterford Sports Partnership, Civic Offices, Dungarvan, Co. Waterford (marked Private & Confidential)

**Please describe in detail the nature of your complaint/feedback:**

**Details of Complaint/Feedback**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please describe what actions can be taken to effectively deal with this complaint/feedback:**

**FOR OFFICE USE ONLY**

**Action(s) taken:**

**Date individual contacted with results of the investigation and action(s) taken:**

**Results of investigation:**

**Complaint/Feedback Tracker Reference Code:**

**Name of staff member taking complaint/feedback:**

**Name of Person investigating complaint/feedback:**