



Complaint and Feedback Form

How to make a Complaint or give Feedback

You may refer your complaint/feedback to a member of WSP staff, who will be happy to assist you.

Contact details for WSP staff members can be found on our website:

<https://www.waterfordsportspartnership.ie/contact/>

Alternatively, you can use the form below to describe the nature of your complaint/feedback and email the completed form to Rosarie Kealy, Waterford Sports Partnership CEO: rkealy@waterfordsportspartnership.ie

You may also post your completed form to:

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

Your Contact Details

Name: _____

Address: _____

Telephone Number: _____

Email: _____

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

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

FOR OFFICE USE ONLY

Complaint/Feedback Reference Code: _____

Date complaint/feedback received: _____

Name of staff member who received complaint/feedback: _____

Date complaint/feedback acknowledged, how and by whom (initials):

Name of person investigating complaint/feedback: _____

Results of investigation:

Action(s) taken:

Date complaint/feedback resolved: _____

Date individual contacted with results of the investigation/action(s) taken, how and by whom: _____