



## 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](mailto: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:** \_\_\_\_\_

**Date complaint/feedback resolved:** \_\_\_\_\_

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

**Results of investigation:**

**Action(s) taken:**