



CLSP Complaint Form



Cork
Sports Partnership
Comhpháirtíocht
Spóirt Chorcaí
— SPORT IRELAND —



SPORT IRELAND
LOCAL SPORTS PARTNERSHIPS



CLSP Complaint Form

Company Name:			
Policy Name:			
Term of Reference:			
Author:			
Approved by:			
Version:			
Publication Date:			
Date for revision:			
Version Control History			
Version Number	Date Approved	Approved by	Status

Complaint Form

How to make a Complaint

You may refer your complaint 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 and email the completed form to Kristine Meenaghan, kmeenaghan@corksports.ie

You may also post your completed complaint form to:

Kristine Meenaghan, c/o Motor Tax Office, Model Business Park, Model Farm Road, Cork

Details of Complaint

Name of Complainant: _____ Date of Complaint: _____

Address: _____

Telephone Number: _____ Email: _____

Please describe in detail the nature of your complaint:

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

FOR OFFICE USE ONLY

Complaint Tracker Reference Code:

Name of staff member taking complaint:

Name of Person investigating complaint:

Results of investigation:

Action(s) taken:

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