

THE JUDO ACADEMY



Complaints Report Form

Complaint No: _____

“A complaint is an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by The Judo Academy or its staff, affecting an individual member, volunteer or parent.”

ALL COMPLAINTS WILL BE ACKNOWLEDGED

Details of Complaint:

Received in person/telephone/facsimile/writing (please circle)

Name of complainant: _____

Phone No: _____

Address: _____

Postcode: _____

Details of Complaint:

Signature of complainant: _____

Receiving Officer's Name & Title: _____

Date: ___/___/___

Date of Acknowledgment: ___ / ___ / ___