

Malahide Lawn Tennis and Croquet Club



Formal Complaint Form

Guidelines:

1. Completion of this form is required to make a formal complaint within Malahide Lawn Tennis and Croquet Club (MLTCC).
2. This form when completed should be returned with the appropriate fee (€30) to the MLTCC Honorary Secretary marked for the attention of the Hearings Committee.
3. Save in exceptional circumstances, complaints will not be heard unless submitted correctly and within 2 weeks of the alleged incident.
4. The Hearings Committee is independent of the MLTCC Management Committee.
5. The Hearings Committee will contact you, the complainant, directly and advise you of next steps in the process that will be followed in addressing this complaint.

Your name: _____

Your status:
(tick one)

Member Parent/guardian Visitor Staff member
of member

Address for correspondence:

(Note: Correspondence will generally be in writing (**not email**) but under exceptional circumstance may be via phone.

Phone/Mobile number:

Name of person against whom complaint is being made:

Their status:
(tick one)

Member Parent/guardian Visitor Staff member
of member

Date of Incident:

Approximate

Time of Incident:

Complaint/Allegation:

Notes:

1. Keep **brief** and **relevant** – space is provided overleaf for more detail.
2. This **must** include reference to the specific rule or bye-law allegedly broken.

Tennis event (if applicable)

I hereby agree that I will abide by the Complaints, Objections and Disciplinary Rules and Procedures as laid out by Tennis Ireland.

Signature:

Date:

Additional information:

Please include here further details of the complaint if necessary including details of any witnesses, and any other relevant information. Please note that the Hearings Committee does not need **all** supporting evidence at this stage as this will be requested **if and when** an official hearing is held.

Signed: _____ Date: _____