



## Complaint/Concern Form

The Brant Curling Club encourages you to contact the Manager's Office if you have a complaint or concern, or experience a problem that affects you. The Board of Directors ask that you complete this form within five working days after the incident or problem first occurred. The Manager or designated representative of the board will contact you as soon as possible.

Your Name and contact information:	
Complainant's Name and contact if different from above:	
Date of Incident:	
Time of Incident:	
Date filing Complaint/Concern:	
Location of Incident:	
Person or situation involved in this complaint/concern: (Please give name and contact info)	
Witness to Incident: (Please give name and contact info)	

Please describe the specific complaint or concern:	
Do you have any suggestions for proposed action to address or resolve the complaint/concern?	
Signature:	
Office Use:	