



**PADDLE**  
**CYMRU**

## Disciplinary Complaint Form

[www.paddlecymru.org.uk](http://www.paddlecymru.org.uk)

## Disciplinary Complaint Form

TODAY'S DATE

### Instructions

This form should be used to make a formal complaint under the Paddle Cymru Disciplinary Regulations. This form should be filled out by the person making the complaint or his/her authorised representative. It can also be filled out by the person receiving the complaint if the person making the complaint is unable to fill out the form.

If you believe a crime has been committed, you should contact the police immediately.

Please note that Paddle Cymru has a Whistle Blowing Policy in effect to protect all those who make a complaint in good faith. We recommend you read that policy along with our Disciplinary Regulations if you have any concerns about how your complaint will be handled.

### Details - Person making the complaint

If you are under 18 or you are making a complaint on behalf of someone under 18, please provide the contact details for that person's parent or carer.

YOUR FULL NAME	
POSTAL ADDRESS	
TELEPHONE	
EMAIL	
DATE OF BIRTH	
ARE YOU MAKING THIS COMPLAINT ON BEHALF OF SOMEONE ELSE? <i>If so, please provide their details if appropriate.</i>	

## Details – Person against whom allegations have been made

Please leave blank any sections if you do not have the requested information.

HIS/HER FULL NAME	
DATE OF BIRTH	
POSTAL ADDRESS	
TELEPHONE	
EMAIL	
CLUB/TEAM/ORGANISATION	
POSITION IN CLUB/TEAM/ORGANISATION	

## Description of the incident

Please provide a full account of the incident or actions taken by the person or organisation that is the subject of your complaint. You should include the date(s) and time(s) of the incident or actions, provide information about any witnesses to the incident and attach any evidence you may have that will assist us in our investigation of your complaint.

## Further action taken to date

Please provide details of any further action already taken in relation to this incident.

--	--

HAVE YOU REPORTED THE INCIDENT TO THE POLICE?	
NAME OF THE PERSON YOU SPOKE TO	
HIS/HER CONTACT DETAILS	
INCIDENT NUMBER	

## Your signature

YOUR NAME	
SIGNATURE	
DATE	

Please return this form via email or in an envelope marked **PRIVATE AND CONFIDENTIAL** to:

**Jet Moore** Interim CEO, Paddle Cymru, Canolfan Tryweryn, Frongoch, Bala, Gwynedd, LL23 7NU or [Jet.moore@paddlecymru.org.uk](mailto:Jet.moore@paddlecymru.org.uk)

*Or, if your complaint is against the CEO:*

**Richard Sterry**, Interim Chairperson, Paddle Cymru, Canolfan Tryweryn, Frongoch, Bala, Gwynedd, LL23 7NU or [Richard.sterry@paddlecymru.org.uk](mailto:Richard.sterry@paddlecymru.org.uk)