

Complaints & Disciplinary Rules & Procedures

Complaints & Disciplinary - Document 1: Complaint Form

Please take care in filling out this form as the information contained in it will be considered by Gymnastics Ireland or the Club Complaints & Disciplinary Officer (CDO) in determining if the complaint should be referred to a Hearings Committee. All internal Club Complaints must follow the internal Club process initially.

It is possible that during the process, a copy of this completed form (or part of) and any other relevant documentation may be furnished to another party named in the complaint.

Under Gymnastics Ireland Complaints & Disciplinary Rules and Procedures any Complaint not completed in accordance with the procedures outlined in 3.2.1 is invalid.

The completed form should be returned;

- A) If Internal Club Complaint - Club CDO (with payment of administration fee of €100)
- B) External Club Complaint - Emailed to complaints@gymnasticsireland.com or posted to "FAO SafeSport & Integrity Lead" Gymnastics Ireland, Irish Sports HQ, Sport Ireland Campus, Blanchardstown, Dublin 15, D15 DY62. (with payment of administration fee of €150)

1. Your Contact Details:

Name	Tel. No
Address	
Email:	Mobile No
Club (or your Childs Club)	Childs Name (if applicable)

2. Complaint Details:

When completing this section, please give as much information as possible

Event

Location

Date

Rule Allegedly Breached

Your Club Contact

Tel. No.

INDIVIDUAL(S) INVOLVED:

Name

Club

Name

Club

Name

Club

3. Nature of Complaint:

When completing this section, please provide as much information as possible. Any information provided maybe checked for verification by the CDO in due course.

4. Supporting Documentation:

(If you are supplying supporting documentation please insert "A" etc on front page of actual supporting document with brief description below)

Document A Enclosed – Brief Description

Document B Enclosed – Brief Description

Document C Enclosed – Brief Description

5. Any Other Information You Feel Is Relevant:

Signed _____

Date _____

Capitals _____

The Complaints & Disciplinary Bodies shall keep all information disclosed to them confidential and no disclosure of any detail shall be made to any third party unless in the administration of the disciplinary function or a requirement by law.

A valid Complaint shall be made within 14 days of the occurrence of the subject matter of the Complaint, save where exceptional circumstances are proven to the satisfaction of the CDO.