



Special Olympics New Zealand Complaints Form

Your Name:	
Daytime Phone Number:	
Email:	
Address:	
If you are making a complaint on behalf of someone else:	
Name:	
Address:	
Day Time Phone Number:	
Your Relationship to this person:	
Is this person aware you are making the complaint on their behalf?	YES/NO (circle one)
Name of the person this complaint is made against?	
Outline of Complaint: Please provide as much relevant detail as possible including: What occurred; When and where; Details of former complaints made about the incident, (you may attach a separate page).	
Have steps already been taken to resolve this matter directly with the person named above?	YES/NO (circle one) If yes, outline steps taken and outcome:
Special Olympics Witnesses: Are there other people who can help us with any enquiries we may make? Please tell us their names and how to	

contact them, and explain how they may be able to help us?	
Outcome: What would you like to achieve by making this complaint?	
Date:	
Signed:	

Submission of Complaints:

- You will be contacted to discuss this submission as part of the review of this complaint;
- Complaints made in respect of a Club athlete or volunteer (excluding Club Executive Committee Member) must be forwarded to the Club Chairperson;
- Complaints made in respect of a member of a Club Executive Committee must be forwarded to the Chairperson of the Regional Council;
- Complaints made in respect of the Regional Council must be forwarded to the CEO, Special Olympics New Zealand.