



Irish Clay Target
Shooting Association

COMPLAINT FORM

This form must be used if you want to make a complaint under the ICTSA complaints procedure. The following information is intended to assist you before completing the complaint form. The ICTSA Complaints & Disciplinary Process is available on www.ictsa/rules/ictsa

Who may make a complaint?

A complaint may be made by :-

1. by a member of the ICTSA on their own behalf
2. by a member of the ICTSA on behalf of a minor, where the complainant is the parent or guardian of the minor
3. by a non-member witnessing misconduct by a member of the ICTSA at an official event

This person is referred to as a Complainant.

How do you make a complaint?

Email the form below to honsec@ictsa.ie

Please note that you must lodge a fee of €100 with the Honorary Secretary before the complaints process can begin. If there are sufficient grounds for investigation the fee will be refunded.

Additional information

Any incomplete complaint form's will be returned to the complainant once for completion. Incomplete complaint forms received after that will not be entertained but the fee will be retained.

COMPLETE PART 1A WHERE YOU ARE MAKING A COMPLAINT ON YOUR OWN BEHALF

OR

PARTS 1A & 1B WHERE YOU ARE MAKING A COMPLAINT ON BEHALF OF A MINOR COMPLAINANT

PART 1A: PERSONAL INFORMATION

Forename*	<input type="text" value="Insert Complainant's Forename"/>
Surname*	<input type="text" value="Insert Complainant's Surname"/>
Address*	<input type="text" value="Insert Complainant's Address"/>
Phone number	<input type="text" value="Insert Complainant's Phone No."/>
Email address*	<input type="text" value="Insert Complainant's email address"/>
ICTSA Membership Number*	<input type="text" value="Insert Complainant's email address"/>

PART 1B: IF MAKING A COMPLAINT ON BEHALF OF A MINOR PLEASE ALSO COMPLETE

Minor's Forename*	<input type="text" value="Insert Complainant's Forename"/>
Minor's Surname*	<input type="text" value="Insert Complainant's Surname"/>
Minor's ICTSA Membership #	<input type="text" value="Insert Complainant's email address"/>

- I am making the complaint as the parent or guardian of the Complainant who is a child, being a person aged under 18 years.

Signature:

PART 2 : DETAILS OF THE COMPLAINT

Name of the member complained of *

Member's Name and Membership Number

Place where the alleged misconduct occurred *

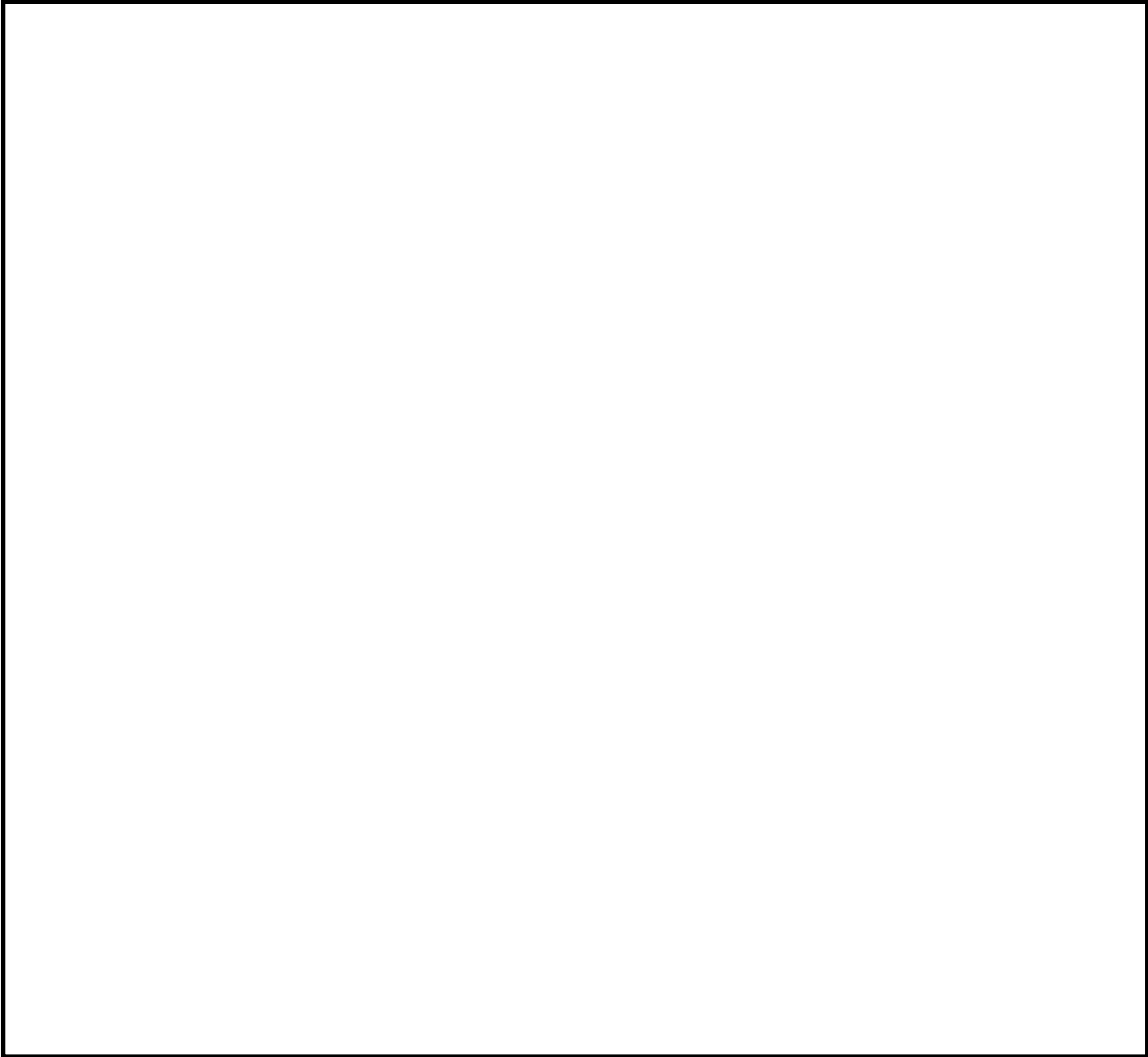
Insert the location if applicable

Date and time of the alleged misconduct complained of *

Insert Date and, where applicable, the relevant time

Details of the Complaint *

Include sufficient supporting information to enable a determination if there are sufficient grounds for an investigation (use additional pages if necessary):



Mandatory to complete

- I confirm that I am aware of the ICTSA disciplinary rules & procedures
- I confirm that I am aware that the particulars of complaints made are confidential
- By submitting this complaint form, I agree to follow the ICTSA complaints procedure as laid out in the Complaints and Disciplinary Process.

I declare that the particulars in this form are correct:

Signed*

By Complainant where Part 1A completed
By Representative where Part 1B completed