



# Complaint Form

Please fill in the form and send it directly to the Active Sussex Chief Executive.

Title: Mr  Mrs  Ms  Miss  Other

First name(s):  Surname:

Address:

Email address:

Telephone:

This number is:  Best time to call is:

Preferred contact method:

Your Involvement:  Volunteer  Coach  Player  Official  
 Parent  Teacher  Other  
 Sports Development Professional

Name of the service or officer your complaint is about:

Please give details of your complaint

What do you feel we did wrong, failed to do, or do you feel we acted unfairly?

What do you feel Active Sussex could do to put things right?

Is there anything further you wish to add?

Is this the first time that you have raised this issue with Active Sussex?

YES/NO (if no, please specify when the previous complaint was made)

Signature

Dated

Please email or send the form to:

**STRICTLY PRIVATE & CONFIDENTIAL**  
**Sadie Mason MBE – Chief Executive, Active Sussex, University of Brighton Sports Centre, Falmer, Brighton, East Sussex, BN1 9PH.**

**IF YOU REQUIRE A LARGE PRINT COMPLAINTS FORM, OR YOU ARE UNABLE TO PRINT OR EMAIL YOUR COMPLAINT FORM, PLEASE CONTACT MICHELLE COLLIER ON 01273 643869**