

## APPENDIX 1 Swim Ireland Complaint Form Template 2018 SWIM IRELAND COMPLAINT FORM

BETWEEN:

Complainant (insert name of Complainant here):

**-and-**

Respondent (insert name of Respondent here):

- If a Complainant or Respondent is under 18 years of age, then please state the name of the parent or guardian to represent the Complainant/Respondent.
- Failure to complete all sections will result in an invalid Complaint.
- A Complaint must be delivered to the Club or Regional Secretary or to the Complaints and

Disciplinary Officer (CDO) by **email** within 14 days of an incident.

- A Complaint to Swim Ireland must be accompanied by payment of a €50 fee. Any applicable fees at Club or Regional level are at the discretion of the Club or Regional body and the Complainant should enquire.

The completed Complaint form should be returned to:

1. (a) **If Club Complaint** – Club Secretary by email
2. (b) **If Regional Complaint** – Regional Secretary by email
3. (c) **If National/First Instance Complaint** – by email to [complaints@swimireland.ie](mailto:complaints@swimireland.ie)

### YOUR CONTACT DETAILS:

**Name:**

**Parent/Guardian:**

**Address:**

**Tel No:**

**Email:**

**Club:**

[Swim Ireland Complaints and Disciplinary Rules and Procedures 2022](#)

### COMPLAINT DETAILS

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

**Date of incident(s)**

**Location of incident(s)**

**Details of incident(s)**

Name of other party/ies

Club of other party/ies

Name of Witness/es

Club of Witness/es

### **DESCRIPTION OF COMPLAINT**

You must specify the exact nature of your complaint(s):

Description of Offence:

**(You must identify one or more Offences in Part B of the Swim Ireland Complaints and Disciplinary Rules that you allege has/have been breached). Where the offence is a breach of a code of conduct, you must specify which area/s or relevant code of conduct specifically that you allege have been breached.**

[Swim Ireland Complaints and Disciplinary Rules and Procedures 2022](#)

### **SUPPORTING DOCUMENTATION**

If you are supplying supporting documentation, please set out a description of each document relied on here:

Document A

Document B

Document C

Document D

### **AGREEMENT TO MEDIATE**

**I HEREBY AGREE TO PARTICIPATE IN THE MEDIATION OF THIS DISPUTE IF THE CDC or CDO DEEMS IT APPROPRIATE THAT THIS COMPLAINT BE MEDIATED. PLEASE NOTE THAT THIS IS THE PREFERRED OPTION UNDER THE SWIM IRELAND COMPLAINTS AND DISCIPLINARY RULES AND PROCEDURES.**

**Signed:**

**Name in block:**

**Date:**

**The Complaints and 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 and in line with the Swim Ireland Privacy Policy.**

**Where sanctions are issued by a CDC, Swim Ireland will be notified.**