

CENTRAL COAST BRIDGE CLUB COMPLAINT FORM

Use this form to report another person's behavior at the club. You must answer each item on the form, sign and date the form, and deliver it to the club Secretary, a Director, or to the Recorder. The recorder has a drawer in the main club room. The director of the day can place the form in the secretary's in box, or you may scan and email the form to the secretary at ccbridgeclub@gmail.com.

1. Your name, telephone number and email address.
2. Date of this report
3. Date of the incident
4. Name of the person you are complaining about
5. Name of the director of the day
6. Names of all four people at the table at the time of the incident
7. Names of other people who witnessed the incident
8. Words spoken and by whom

9. Actions you observed

10. Your perception of the attitudes of the people involved

11. Your feelings at the time

Signature