



Action Form

If you have found any aspect of your experience at Briars Sports Club to be unsatisfactory then we would like to rectify that situation.

For a copy of our Complaints Handling Procedure please contact the Office on 9743 1907 or email us at sports@briarssports.com.au

If you would like to report a complaint, please fill out the details below and your complaint will be followed up accordingly. Alternatively, you can address a written complaint to the General Manager, Briars Sports Club, 14 Ian Parade, Concord, NSW, 2137.

Date:

Name:

Member Number:

Contact Telephone:

Email:

Complaint

Time of Event:

Date of Event:

Which department of the Club
(i.e. Bistro, bar etc)

Staff Member involved:

Details

Please provide as much detail as possible describing the event:

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Thank you providing information on this complaint. You will be contacted within 7 days with either a response or timeframe to resolve. Jason Parle, General Manager.

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OFFICE USE ONLY ACTION

ACTION FORM RECEIVED BY: DATE:

ACTION COMPLETED BY: DATE:

PLEASE ENSURE THE RESPONSE IS ATTACHED FOR FILING