



The Irish Pony Club Complaint Form

Between:

Complainant (s) _____

(Insert Name of Complainant(s) here.)

AND

Respondent (s) _____

(Insert Name of Respondent(s) here.)

Please take care while completing this form because the information contained in it will be considered by the Irish Pony Club Equestrian Executive Committee (EEC) or the Branch Complaints and Disciplinary Committee.

- It is possible that during this process a copy of this form (or a part of) and any other relevant documentation may be furnished to another named party in the complaint.
- If a complainant or respondent is under 18 years of age, then please state the name of the parent or guardian who will represent the complainant or respondent.
- Failure to complete all sections will result in an invalid complaint.
- A Complaint Form must be accompanied by a fee of €50

The completed Complaint Form should be returned to

- If Internal Branch Complaint - The Branch Secretary by e-mail.
- If External Branch Complaint – by e-mail to jane@irishponyclub.ie.

Section 1: Your Contact Details

Name:			
Parent or Guardian Name (If applicable.)			
Address:			
Mobile Number		Telephone Number:	
E-mail Address:			
Branch:			
What is your role or relationship within the Branch?			

IRISH PONY CLUB



Section 2: Complaint Details

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

Location of Incident:	
Date:	
Rule Allegedly Breached:	
Branch Contact:	
Branch Contact Number:	
Details of the Incident:	

Individual(s) Involved

Name:	Branch:
1.	
2.	
3.	
4.	

Name(s) of Witness(es)

Name:	Branch:
1.	
2.	
3.	
4.	



Section 3: Description of the Complaint

You must specify the exact nature of the complaint. When completing this section, please provide as much information as possible. Any information provided may be checked for verification by the EEC or the Branch Complaint and Disciplinary Officer (CDO) in due course.

Description of Offence: (You must identify one or more offences from the Irish Pony Club 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 of the code of conduct specifically that you allege have been breached.



Section 4: Supporting Documentation

If you are supplying supporting documentation, please list and provide a description of each document relied on here:

Document A:	
Document B:	
Document C:	
Document D:	

Section 5: Any Additional Information You Feel is Relevant

Section 6: What is the desired outcome from your complaint?



Section 7: Signature

Signature:	
Block Capitals:	
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.

A valid Complaint shall be made within 14 days of the occurrence of the subject matter of the Complaint, save where exceptional circumstances are proven to the satisfaction of the CDO.