



Complaints Form

Name of Complainant;	
Complainant Relationship to Dojo (Attendee, Parent, Volunteer, Mentor);	
Complainant Email Address (required for written response);	
Complainant Contact Phone Number;	
Complainant Address;	
Name of Dojo in Question;	
Describe in detail and accurately the nature of your complaint;	
The name of the person first reported to;	
Describe what actions, if any, can be taken to deal effectively with your complaint;	
Describe what measures can be taken to avoid a repeat of your complaint;	
Date;	Signature of Complainant;
Date;	Complaint Recorded by;