

**HORNSBY KU-RING-GAI BASKETBALL ASSOCIATION (HKBA)**      Number auto

**CONTINUOUS IMPROVEMENT FORM (CIF)**

**Submitted by:**    Removed (de identified) when forwarded for discussion

**Date:**    Timeline

**Type of Issue:**    Improvement Suggestion      Complaint      Compliment

**Issue involving:**    Local Competition      Referees      Coaching

Representative Program    General      Staff      Other

**Brief Description of Issue:**

Allow some lines here for instigator to report incident or lodge compliment

**Suggested changes:**

Allow for instigator to suggest corrective action or ideas for improvement

**Corrective Action Taken (with dates):**

Gives the opportunity to detail discussion for future reference.

**Completed Date:**    These can be partial dates, when progress made, remains open until all matters are resolved.

**Date sent to Instigator:**    Response to person who submitted should detail corrective action.