

SCHEDULE E ~ REPORTING DOCUMENTS

Attachment E2: CONFIDENTIAL RECORD OF FORMAL COMPLAINT

Complainant's Name			
	<input type="checkbox"/> Under 18	<input type="checkbox"/> Over 18	Date Formal Complaint Received:
Complainant's Contact Details	Phone		Email
Complainant's Role / Status	<input type="checkbox"/> Administrator <input type="checkbox"/> Athlete <input type="checkbox"/> Coach / Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other <hr/>	
Name of person complained about (respondent)	<input type="checkbox"/> Under 18 <input type="checkbox"/> Over 18		
Respondent's Role/status	<input type="checkbox"/> Administrator <input type="checkbox"/> Athlete <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other <hr/>	
Location/event of alleged issue			
Description of alleged issue			
Nature of complaint (category/basis/grounds) Tick as many boxes as applicable	<input type="checkbox"/> Harassment or <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Sexuality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy <input type="checkbox"/> Other	<input type="checkbox"/> Discrimination <input type="checkbox"/> Selection dispute <input type="checkbox"/> Personality clash <input type="checkbox"/> Bullying <input type="checkbox"/> Disability <input type="checkbox"/> Child Abuse	<input type="checkbox"/> Coaching methods <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Victimization <input type="checkbox"/> Unfair decision
Methods (if any) of attempted informal resolution			

Formal resolution procedures followed (outline)	
If investigated: Finding -	
If went to hearing tribunal: Decision - Action recommended -	
If mediated: Date of mediation - Were both parties present? Terms of Agreement - Any other action taken -	
If went to appeals tribunal: Decision - Action recommended -	
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3 – 8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by: Name -	
Signed by: Complainant -	

This record and any notes must be kept in a confidential place. If the complaint is of a serious nature, or is escalated to and/or dealt with at the national level, the original must be forwarded to the national body and a copy kept at the club/state level (at whatever level the complaint was made).