**Attachment E2:  
RECORD OF FORMAL COMPLAINT**

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| --- | --- | --- |
| Complainant’s Name |  Over 18  Under 18 | Date Formal Complaint  Received: / / |
| Complainant’s contact details | Phone:  Email: | |
| Complainant’s role/position |  Administrator (volunteer)  Parent   Athlete/player  Spectator   Coach/Assistant Coach  Support Personnel   Employee (paid)  Other   Official …………………………………. | |
| Name of person complained about (respondent) |  Over 18  Under 18 | |
| Respondent’s role/position |  Administrator (volunteer)  Parent   Athlete/player  Spectator   Coach/Assistant Coach  Support Personnel   Employee (paid)  Other   Official …………………………………. | |
| Location/event of alleged incident |  | |
| Description of alleged incident |  | |
| Nature of complaint (category/basis/grounds)  Tick more than one box if necessary |  Harassment or  Discrimination   Sexual/sexist  Selection dispute  Coaching methods   * Sexuality  Personality clash  Verbal abuse * Race  Bullying  Physical abuse * Religion  Disability  Victimisation * Pregnancy  Child Abuse  Unfair decision * Other ………………………………………………………………… | |
| Methods (if any) of attempted informal resolution |  | |

|  |  |
| --- | --- |
| Formal resolution procedures followed  (outline) |  |
| If investigated: | Finding |
| If heard by Tribunal: | Decision  Action recommended |
| If mediated: | Date of mediation:  Both/all parties present  Agreement  Any other action taken |
| If decision was appealed | Decision  Action recommended |
| Resolution |  Less than 3 months to resolve   Between 3 – 8 months to resolve   More than 8 months to resolve |
| Completed by | Name:  Position:  Signature: Date / / |
| Signed by: | Complainant:  Respondent: |