**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 |  |

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| --- | --- |
| Formal resolution procedures followed(outline) |  |
| If investigated: | Finding |
| If heard by Tribunal:  | DecisionAction recommended  |
| If mediated: | Date of mediation:Both/all parties presentAgreementAny other action taken |
| If decision was appealed | DecisionAction 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: |