**Attachment E1:
RECORD OF INFORMAL COMPLAINT**

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| Name of person receiving complaint |  | Date: / / |
| Complainant’s Name |  Over 18  Under 18 |
| Role/status  |  Administrator (volunteer)  Parent Athlete/player  Spectator Coach/Assistant Coach  Support Personnel Employee (paid)  Other Official ………………………………….  |
| When/where did the incident take place? |  |
| What are the facts relating to the incident, as stated by complainant? |  |
| What is the nature of the 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 …………………………………………………………………
 |
| What does the complainant want to happen to resolve the issue? |  |
| What other information has the complainant provided? |  |
| What is the complainant going to do now? |  |

**This record and any notes must be kept confidential and secure.** If the issue becomes a formal complaint, this record is to be given to *[insert CEO or other designated official].*