



**National Member Protection Policy Attachment D1 – Record of Complaint**

Complainant's Name	<input type="checkbox"/> Over 18 <span style="float: right;"><input type="checkbox"/> Under 18</span>	
Complainant's contact details	Phone: Email:	
Complainant's Role/Position	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <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: .....
Name of person complained about (Respondent)	<input type="checkbox"/> Over 18 <span style="float: right;"><input type="checkbox"/> Under 18</span>	
Respondent's Role/position	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <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: .....
Location/Event of alleged incident		
Description of Alleged Incident		
What are the facts relating to the incident, as stated by Complainant?		

<p>Nature of Complaint? (category/basis/grounds)</p> <p>Tick more than one box if necessary</p>	<input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse	<input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision <input type="checkbox"/> Other <p>.....</p>
<p>Methods (if any) of attempted informal resolution</p>		
<p>Formal resolution procedures followed (outline)</p>		
<p>If investigated:</p>	<p>Finding</p>	
<p>If heard by Tribunal:</p>	<p>Decision</p> <p>Action recommended</p>	

<p>If mediated:</p>	<p>Date of mediation:</p> <p>Both/all parties present:</p>  <p>Agreement:</p>  <p>Any other action taken:</p>
<p>If decision was appealed:</p>	<p>Decision:</p>  <p>Action recommended:</p>
<p>Resolution</p>	<p><input type="checkbox"/> Less than 3 months to resolve</p> <p><input type="checkbox"/> Between 3-8 months to resolve</p> <p><input type="checkbox"/> More than 8 months to resolve</p>
<p>Completed by:</p>	<p>Name: _____ Date    /    /</p> <p>Position:</p> <p>Signature:</p>
<p>Signed by:</p>	<p>Complainant:</p>  <p>Respondent:</p>

**This record and any notes must be kept confidential and secure.** If the Complaint is of a serious nature, or if it is taken to and/or dealt with at the national level, the original record must be provided to the AFF and a copy kept with the organisation where the Complaint was first made.