Attachment E1: RECORD OF INFORMAL COMPLAINT

Name of person receiving complaint				Date: / /
Complainant's Name				
	□ Over 18		□ Under 18	
Role/status	 Administrator (volunteer) Athlete/player Coach/Assistant Coach Employee (paid) Official 		 Parent Spectator Support Personnel Other 	
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)	 Harassment or Sexual/sexist 	 Discrimination Selection dispute 	□ Coao	ching methods
	Sexuality	Personality clash	Verbal abuse	
Tick more than one box if necessary	 Race Religion Pregnancy 	 Bullying Disability Child Abuse 	□ Phy □ Vic □ Unf	rsical abuse ctimisation fair decision
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 the CEO (or the President in the absence of a CEO).