ATTACHMENT E1: CONFIDENTIAL 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 ……
Location/event of alleged issue		
Facts as stated by complainant		
Nature of complaint (category/basis/grounds) Can tick more than one box	☐ 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 they want to happen to fix issue		
What information provided		
What they are going to do now		

This record and any notes must be kept in a confidential and safe place – do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to the relevant MPIO.