

**ATTACHMENT C1: CONFIDENTIAL RECORD OF INFORMAL COMPLAINT**

Name		Date:     /     /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Role/status in <i>[sport]</i>	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official                    ..... .....	
Location/event of alleged issue		
Facts as stated by complainant		

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<div> <input type="checkbox"/> Harassment or    <input type="checkbox"/> Discrimination </div> <div> <input type="checkbox"/> Sexual/sexist                      <input type="checkbox"/> Selection dispute </div> <div> <input type="checkbox"/> Sexuality                              <input type="checkbox"/> Personality clash </div> <div> <input type="checkbox"/> Race                                      <input type="checkbox"/> Bullying </div> <div> <input type="checkbox"/> Religion                                <input type="checkbox"/> Verbal abuse </div> <div> <input type="checkbox"/> Pregnancy                            <input type="checkbox"/> Physical abuse </div> <div> <input type="checkbox"/> Disability                              <input type="checkbox"/> Victimisation </div> <div> <input type="checkbox"/> Child Abuse </div> <div> <input type="checkbox"/> Other ..... </div>
<p>Feelings expressed by complainant</p> <p>(completing this may help to separate emotional content from facts)</p>	
<p>What they want to happen to fix issue</p>	
<p>What information I provided</p>	
<p>What they are going to do now</p>	

This record and any notes must be kept in a confidential place – do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to the Human Resources Manager of the appropriate Governing body.