## Attachment E1: RECORD OF INFORMAL COMPLAINT

Name of person receiving complaint				Date: / /
Complainant's Name				
	☐ Over 18		☐ Under 18	
Role/status	☐ Administrator (volunteer)		☐ Pa	arent
	☐ Athlete/player		☐ Spectator	
	☐ Coach/Assistant Coach		☐ Support Personnel	
	☐ Employee (paid)		Other	
	Official			
Location/event of alleged issue				
Facts as stated by complainant				
Nature of complaint	☐ Harassment or ☐ Discrimination			
(category/basis/grounds)		Selection dispute		Coaching methods
Can tick more than one box	☐ Sexuality	□ Personality clash		∃ Verbal abuse
	Race	□ Bullying		Physical abuse
		Disability		☐ Victimisation
	_	☐ Child Abuse		☐ Unfair decision
	U 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 secure place. If the issue becomes a formal complaint, this record is to be sent to the relevant MPIO.

20 July 2016 43