

**Attachment E2:
RECORD OF FORMAL COMPLAINT**

Complainant's Name	<input checked="" type="checkbox"/> Over 18 <input checked="" type="checkbox"/> Under 18	Date Formal Complaint Received: / /
Complainant's contact details	Phone: Email:	
Complainant's role/position	<input checked="" type="checkbox"/> Administrator (volunteer) <input checked="" type="checkbox"/> Athlete/player <input checked="" type="checkbox"/> Coach/Assistant Coach <input checked="" type="checkbox"/> Employee (paid) <input checked="" type="checkbox"/> Official	<input checked="" type="checkbox"/> Parent <input checked="" type="checkbox"/> Spectator <input checked="" type="checkbox"/> Support Personnel <input checked="" type="checkbox"/> Other
Name of person complained about (respondent)	<input checked="" type="checkbox"/> Over 18	<input checked="" type="checkbox"/> Under 18
Respondent's role/position	<input checked="" type="checkbox"/> Administrator (volunteer) <input checked="" type="checkbox"/> Athlete/player <input checked="" type="checkbox"/> Coach/Assistant Coach <input checked="" type="checkbox"/> Employee (paid) <input checked="" type="checkbox"/> Official	<input checked="" type="checkbox"/> Parent <input checked="" type="checkbox"/> Spectator <input checked="" type="checkbox"/> Support Personnel <input checked="" type="checkbox"/> Other
Location/event of alleged incident		
Description of alleged incident		
Nature of complaint (category/basis/grounds) Tick more than one box if necessary	<input checked="" type="checkbox"/> Harassment or <input checked="" type="checkbox"/> Discrimination <input checked="" type="checkbox"/> Sexual/sexist <input checked="" type="checkbox"/> Selection dispute <input checked="" type="checkbox"/> Coaching methods <input type="checkbox"/> Sexuality <input checked="" type="checkbox"/> Personality clash <input checked="" type="checkbox"/> Verbal abuse <input type="checkbox"/> Race <input checked="" type="checkbox"/> Bullying <input checked="" type="checkbox"/> Physical abuse <input type="checkbox"/> Religion <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Victimisation <input type="checkbox"/> Pregnancy <input checked="" type="checkbox"/> Child Abuse <input checked="" type="checkbox"/> Unfair decision <input type="checkbox"/> Other	
Methods (if any) of attempted informal resolution		

Formal resolution procedures followed (outline)	
If investigated:	Finding
If heard by Tribunal:	Decision Action recommended
If mediated:	Date of mediation: Both/all parties present Agreement Any other action taken
If decision was appealed	Decision Action recommended
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3 – 8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by	Name: Position: Signature: Date / /
Signed by:	Complainant: Respondent:

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 FIT, its NTAs and their affiliated associations and a copy kept with the organisation where the complaint was first made.