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**Details of person complained about:**

Name:

Club/Organisation:

National Sports Organisation:

Age:  
over

Under 18

18 Years or

**Complainant's role/status (highlight which applies):**

Athlete  
Administrator (volunteer)  
Other volunteer – provide details:

Coach/Assistant Coach  
Official

Manager

Employee (paid)

Parent  
Other – provide details:

S  
P  
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Support person

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**Nature of complaint:**

Formal      Informal

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**Nature of complaint (tick as many as relevant):**

|                                       |          |                      |   |                                       |
|---------------------------------------|----------|----------------------|---|---------------------------------------|
| Club/Organisation<br>management issue | Bullying | Unfair<br>decision   | C<br>o<br>a<br>c<br>h<br>i<br>n<br>g<br>i<br>s<br>s<br>u<br>e<br>R<br>a<br>c<br>i<br>s<br>m | Verbal<br>abuse<br>Discrimina<br>tion |
| Physical abuse/Assault                |          | Sexual<br>harassment |   |                                       |
| Other Volunteer – provide<br>details: |          |                      |   |                                       |

Parent  
Other – provide details:

Supporter

Support  
person

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**Date(s) of incident(s):****Location of incident:**

Competition

Training

Other –  
provide  
details:

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**Description of incident/Complaint (use additional sheets if required):****Details of any witnesses:**

Name:

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Contact details:

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Name:

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Contact details:

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Name:

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Contact details:

Action taken  so far (if any) to attempt to resolve matter, or ensure safety (Use additional sheets if required):

\*If relevant: Agency contacted (including the Police):

Who:

When:

Advice provided:

**Complainant:**

Name:

Signature:

Date:

This record and any other documentation must be kept in a confidential and safe place.