COMPLAINTS FORM

| Contact details: | | | |
| --- | --- | --- | --- |
| Phone: | | Email: | |
| Address: | | | |
| Affiliation (Club/Organisation): | | | |
| Age: Under 18 18 Years or over | | | |
| If you are making a complaint for someone else: | | | |
| Name of person complaining on behalf of: | | | |
| Contact details of person complaining on behalf of: | | | |
| Complainant’s role/status (highlight which applies): | | | |
| ☐ Participant    ☐ Volunteer | ☐ Coach/Assistant Coach  ☐ Team Manager | ☐ Parent    ☐ Supporter | ☐Employee (paid) |
| ☐Other – provide details: | | | |
| Details of person complained about: | | | |
| Name: | | | |
| Club/Organisation: | | | |
| Age: Under 18 18 Years or over | | | |
| Role/status of person complained about (highlight which applies): | | | |
| ☐ Participant    ☐ Volunteer | ☐ Coach/Assistant Coach  ☐ Team Manager | ☐ Parent    ☐ Supporter | ☐Employee (paid) |
| ☐Other – provide details: | | | |

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| Nature of complaint (tick as many as relevant): | | | |
| --- | --- | --- | --- |
| ☐ Club/Organisation management issue ☐ Bullying☐ Physical abuse/Assault | ☐ Unfair decision ☐ Sexual harassment | ☐ Coaching issue ☐ Racism | ☐ Verbal abuse ☐ Discrimination |
| ☐ Other – please describe | | | |
| Date(s) of incident(s): | | | |
| Location of incident: | | | |
| Competition | Training | Other – provide details: | |
| Description of incident/Complaint (use additional sheets if required): | | | |
| Details of any witnesses: | | | |
| Name: | | | |
| Contact details: | | | |
| Name: | | | |
| Contact details: | | | |
| Name: | | | |
| 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: | |

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