## Appendix H Confidential Record of Formal Complaint

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| Complainant’s Details: | Name: | ❑ Over 18 ❑ Under 18 |
| Phone: | |
| Email: | |
| Date Formal Complaint Received: |  | |
| Complainant’s role/position in netball | ❑ Administrator (volunteer) ❑ Parent  ❑ Athlete/player ❑ Spectator  ❑ Coach/Assistant Coach ❑ Support Personnel  ❑ Employee (paid) ❑ Other  ❑ Official ……………………………….…….…….  ……………………………………..…… | |
| Respondent’s Details  (person who the Complaint is being made against) | Name: | ❑ Over 18 ❑ Under 18 |
| Phone: | |
| Email: | |
|  | |
| Is the Respondent a financial member of Netball NSW? | ❑ Yes ❑ No | |
| Respondent’s role/position in netball | ❑ Administrator (volunteer) ❑ Parent  ❑ Athlete/player ❑ Spectator  ❑ Coach/Assistant Coach ❑ Support Personnel  ❑ Employee (paid) ❑ Other  ❑ Official ……………………………….…….…….  ……………………………………..…… | |
| Date of alleged incident. |  | |
| Location/event of alleged incident. |  | |

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| Description of alleged incident. |  |
| Methods (if any) of attempted informal resolution. |  |
| Support person (if any): |  |
| 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 – |
| Resolution: | ❑ Less than 3 months to resolve  ❑ Between 3 – 8 months to resolve  ❑ More than 8 months to resolve |
| Completed by: | Name:  Position in Netball NSW/ Affiliate:  Signature: Date: / / |

**This record and any notes must be kept in a confidential and safe place**. If the complaint is of a serious nature, or is escalated to and/or dealt with at the next level, the original must be forwarded to the higher body (i.e. Netball NSW) and a copy kept at the Netball NSW or Affiliate level (whatever level the complaint was made).

Please provide a copy to [policy@netballnsw.com](mailto:policy@netballnsw.com)