## 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