**RECORD OF FORMAL COMPLAINT**

Complaint Type: Member protection Competition General

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| Person receiving complaint |  | Date: / / |
| Complainant’s Name  (Person making the complaint) | Phone:  Email:  Over 18 Under 18 | |
| Complainant’s role/position | Volunteer  Member Coach/Assistant Coach  Employee (paid)  Official  Parent  Spectator  Support Personnel  Other | |
| Respondent’s Name  (Person to whom the complaint is against) | Phone:  Email:  Over 18 Under 18 | |
| Respondent’s role/position | Volunteer  Member Coach/Assistant Coach  Employee (paid)  Official  Parent  Spectator  Support Personnel | |
| Location/event of alleged incident |  | |
| Description of alleged incident |  | |
| Nature of complaint (category/basis/grounds)  Tick more than one box if necessary | Harassment Sexual/sexist    Sexuality  Race  Religion  Pregnancy  Discrimination  Selection dispute  Personality clash  Bullying  Disability  Child Abuse  Coaching methods  Verbal abuse  Physical abuse  Victimisation Unfair decision  Other  Specify: | |
| Methods (if any) of attempted informal resolution: Date of attempt:  / / |  | |
| Formal resolution procedures followed  (outline) Resolution Date  / / |  | |
| If investigated: Investigation Date:  / / |  | |
| If heard by Tribunal:  Tribunal Date:   / / | Decision  Action recommended | |
| If Mediated:  Mediation Date  / / | Parties present   Decision/Agreement  Other Resolution | |
| If decision was appealed | Decision  Action recommended | |
| Resolution | Less than 3 months to resolve  Between 3 – 8 months to resolve  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 Pony Club Australia and a copy kept with the organisation where the complaint was first made.