## Appendix G Confidential Record of Informal Complaint

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| Name of person receiving complaint: |  | Date: / / |
| Complainant’s Name: | ❑ Over 18 ❑ Under 18 |
| Role/status in netball: | ❑ Administrator (volunteer) ❑ Parent❑ Athlete/player ❑ Spectator❑ Coach/Assistant Coach ❑ Support Personnel❑ Employee (paid) ❑ Other❑ Official ……………………………….…….……. ……………………………………..…… |
| When/where did the incident take place? |  |
| What are the facts relating to the incident, as stated by Complainant? |  |
| What is the nature of the complaint?(category/basis/grounds)*Tick more than one box if necessary.* | ❑ Harassment OR ❑ Discrimination❑ Sexual/Sexist ❑ Sexuality❑ Race ❑ Bullying❑ Religion ❑ Verbal Abuse❑ Pregnancy ❑ Physical Abuse❑ Disability ❑ Victimisation❑ Child Abuse❑ Other ………………………………………………………………………………… |

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| What does the Complainant want to happen to resolve the issue? |  |
| What other information has the Complainant provided? |  |
| What is the Complainant going to do now? |  |

**This record and any notes must be kept in a confidential and safe place.** Do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to the Hearings Officer of Netball NSW at policy@netballnsw.com or the Affiliate (whatever level the complaint was made).