## 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](mailto:policy@netballnsw.com) or the Affiliate (whatever level the complaint was made).