

# Incident / Complaint Record



## Confidential record of an incident or complaint

Complainant's Name	Over 18 or Under 18	Date Formal Incident / Complaint Received:	
Observants / Complainants contact details			
Role/position	Administrator Athlete/player Coach/Assistant Coach Referee/Official	Parent Spectator Support personnel Other	
Name of person observed / complained about (respondent)	Over 18 or Under 18		
Respondent's role/position	Administrator Athlete/player Coach/Assistant Coach Referee/Official	Parent Spectator Support personnel Other	
Location/event of alleged incident			
Description of alleged incident			
What is the nature of the incident / complaint? (category/basis/grounds) Tick more than one box if necessary	Harassment Sexual/sexist Sexuality Race Religion	Discrimination Selection dispute Personality Clash Bullying Disability	Coaching methods Verbal abuse Physical Abuse Victimisation Unfair decision

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	Pregnancy Other	Child Abuse	
Methods (if any) of attempted informal resolution			
Formal resolution procedures followed (outline)			
If investigated:	Finding		
If mediated:	Date of mediation: Both/all parties present: Agreement: Any other action taken:		
If decision was appealed	Decision: Action Recommended:		
Resolution			
Completed by	Name: Position: Signature:		
Signed by	Complainant: Respondent:		

This record and any notes must be kept in a confidential and safe place. 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 TFA and a copy kept with the organisation where the complaint was first made.