



TOOWOOMBA MASTERS SWIMMING CLUB

CONFIDENTIAL RECORD OF COMPLAINT: INFORMAL

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 given to the QTW Secretary.

<i>Name of person receiving complaint</i>		<i>Date:</i> / /
<i>Complainant's Name</i>	<input type="checkbox"/> <i>Over 18</i> <input type="checkbox"/> <i>Under 18</i>	
<i>Complainant's Role/status</i>	<input type="checkbox"/> <i>Administrator (volunteer)</i> <input type="checkbox"/> <i>Member</i> <input type="checkbox"/> <i>Spectator</i> <input type="checkbox"/> <i>Coach/Assistant Coach</i> <input type="checkbox"/> <i>Support Personnel</i> <i>Other .</i>	
<i>Location/event/date of alleged issue</i>		
<i>Facts as stated by complainant</i>		
<i>Nature of complaint (category/basis/grounds)</i> <i>Can tick more than one box</i>	<input type="checkbox"/> <i>Harassment or</i> <input type="checkbox"/> <i>Discrimination</i> <input type="checkbox"/> <i>Sexual/sexist</i> <input type="checkbox"/> <i>Selection dispute</i> <input type="checkbox"/> <i>Coaching methods</i> <input type="checkbox"/> <i>Sexuality</i> <input type="checkbox"/> <i>Personality clash</i> <input type="checkbox"/> <i>Verbal abuse</i> <input type="checkbox"/> <i>Race</i> <input type="checkbox"/> <i>Bullying</i> <input type="checkbox"/> <i>Physical</i> <input type="checkbox"/> <i>abuse</i> <input type="checkbox"/> <i>Religion</i> <input type="checkbox"/> <i>Disability</i> <input type="checkbox"/> <i>Victimization</i> <input type="checkbox"/> <i>Pregnancy</i> <input type="checkbox"/> <i>Child Abuse</i> <input type="checkbox"/> <i>Unfair</i> <i>decision Other</i>	
<i>What the complainant wants to happen to resolve issue</i>		
<i>What other information provided by the complainant</i>		
<i>What is the complainant going to do now</i>		
<i>Signed by</i>	<i>Complainant (if not a child)</i>	