

## **SCHEDULE 1**

## **Complaint Form**

Internal Use Only		
Name of person		Date Complaint Form
receiving Complaint		Received: / /
How was the Complaint received		
Complainant to Complete		
Name of Complainant		
	□ Over 18	☐ Under 18
Complainant's contact	Phone:	
details	Email:	
Complainant's role/position within the	☐ Administrator (volunteer)	☐ Board/Committee member
	☐ Parent	☐ Athlete/player
Sport	☐ Spectator	☐ Coach/Assistant Coach
	☐ Support Personnel	☐ Employee (paid)
	☐ Official	☐ Other (Please Specify)
Name of person		
complained about		
(Respondent)	□ Over 18	☐ Under 18
Respondent's	☐ Administrator (volunteer)	☐ Board/Committee member
role/position	☐ Parent	☐ Athlete/player
	☐ Spectator	☐ Coach/Assistant Coach
	☐ Support Personnel	☐ Employee (paid)
	□ Official	☐ Other (Please Specify)
Date/s of alleged		
breach/es by		
Respondent		
Location/s of alleged		
breach/es by		
Respondent		



Description of alleged breach by Respondent		
Please provide as much information as possible, including details of who is involved, describe what happened and when, and how you found out about the breach - attach further pages if necessary		
Witnesses (if any)	Did anyone else witness this alleged breach by the Respondent?	
	☐ Yes ☐ No ☐ Not Sure	
	If 'Yes', please list the witnesses and their contact details (if known):	
	1. Name:	
	Phone: Email:	
	2. Name:	
	Phone:	
	Email:	
	3. Name:	
	Phone:	
	Email:	
Level of the Sport at which alleged breach	□ NSO level where they relate to behaviour, an incident or circumstances that occurred at or involve individuals operating at the NSO level;	
occurred	☐ Member State level where they relate to behaviour, an incident or circumstances that occurred at or involve individuals operating at the Member State level; or	
	☐ Affiliated Member level - where it relates to behaviour, an incident or circumstances that occurred at or involve individuals operating at the Affiliated Member level (Association/League/Club level).	
Eligible policy that Respondent has allegedly breached		
Sections allegedly breached		
Does Complainant consent to alternative dispute resolution?	□ Yes □ No	
Signed by Complainant	Signature:	
	Date:	