



Confidential Record of Formal Complaint

Complainant's Name: <small>(In BLOCK letters)</small>	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	Date Formal Complaint Received:
MAAA Number:	Aus	
Address:		
Phone:		
Email:		
Club: (through which affiliation is paid)		
Name of person/s complained about:	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Role/status of person complained about:		
Location and date of alleged issue:	Date: / /	
Description of alleged issue:		
Category of complaint: e.g. verbal abuse		
Methods (if any) of attempted informal resolution:		
Support person (if any):		
Formal resolution procedures followed: (outline)		

<p>If investigated: Investigator/s: Finding –</p> <p>Action recommended –</p>	<p>Attach terms of investigation, witness statements and other relevant information.</p>
<p>If mediated: Parties present –</p> <p>Terms of Agreement signed and attached – Other action taken –</p>	<p>Date: / /</p>
<p>If went to Tribunal hearing: Decision – Action recommended –</p> <p>Report attached –</p>	<p>Date: / /</p>
<p>If went to Tribunal on appeal: Decision – Action recommended –</p> <p>Report attached –</p>	<p>Date: / /</p>
<p>Resolution:</p> <p>Length of time to resolve</p>	
<p>Report completed by:</p>	<p>Name: Position: Signature: Date: / /</p>
<p>Signed by:</p>	<p>Complainant: Date: / /</p> <p>Respondent: Date: / /</p>