

Report Notes

Complainant's Details

Complainant's full name	Complainant's age (if under 18)
Club/Association/Team	Complainant's nominated contact
Phone number	Email
Date complaint was received	Complaint made to (elected club representative)

Respondent's Details

Respondent's full name	Respondent's age (if under 18)
Club/Association/Team	Respondent's nominated contact
Phone number	Email

Witness details

Witness 1

Witness full name	Club/Association/Team
Phone number	Email

Witness 2

Witness full name	Club/Association/Team
Phone number	Email

Details of Incident

Date of incident

Time of incident

Location of incident

Description of incident

Complainant's Preferred Outcome

Persons briefed or consulted

Name

Role

Date briefed or consulted

Evidence and supporting material

Attach or link evidence or supporting materials and list below.

Evidence/Supporting Material	Date Collected	Details

Actions Taken

Date	Action	Person Responsible

Decisions

Record any decisions made