



RECORD OF INFORMAL COMPLAINT

Name of person receiving complaint:		Date: / /
Complainant's Name:		
Complainant's Age Group:	<input type="checkbox"/> Over 18 years old <input type="checkbox"/> Under 18 years old	
Role/status in golf:	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete (player) <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other:
When/where did the incident take place?		
What is the nature of the complaint? <small>(category/basis/grounds)</small> <i>Tick more than one box that applies.</i>	<input type="checkbox"/> Harassment OR <input type="checkbox"/> Sexual/Sexist <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy <input type="checkbox"/> Disability <input type="checkbox"/> Child Abuse	<input type="checkbox"/> Discrimination <input type="checkbox"/> Sexuality <input type="checkbox"/> Bullying <input type="checkbox"/> Verbal Abuse <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Victimization <input type="checkbox"/> Other: _____
What are the facts relating to the incident, as stated by the Complainant?		

What does the Complainant want to happen to resolve the issue?	
What other information has the Complainant provided?	
What is the Complainant going to do now?	

This record and any notes must be kept in a confidential and safe place. If the issue becomes a formal complaint, this record is to be sent to Operations Manager Greg Ferguson at Operations.Manager@mdclubs.com.au