



**CONFIDENTIAL**

## RECORD OF FORMAL COMPLAINT

Complainant's Details:	Name:
	Phone:
	Email:
	Please tick relevant age group: <input type="checkbox"/> Over 18 years old <input type="checkbox"/> Under 18 years old
Date Formal Complaint Received:	
Complainant's role/position in golf	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete (player) <input type="checkbox"/> Guardian <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Support Personnel <input type="checkbox"/> Official <input type="checkbox"/> Other:
Respondent's Details: (Person who the Complaint is being made against.)	Name:
	Phone:
	Email:
	Please tick relevant age group: <input type="checkbox"/> Over 18 years old <input type="checkbox"/> Under 18 years old
Is the Respondent a financial member of Murray Downs Golf & Country Club?	<input type="checkbox"/> Yes (Member of the Club) <input type="checkbox"/> No (Not a member of the Club)
Respondent's role/position in golf	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete (player) <input type="checkbox"/> Guardian <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Support Personnel <input type="checkbox"/> Official <input type="checkbox"/> Other:
Date of alleged incident:	
Location/event of alleged incident:	

Description of alleged incident.	
Methods (if any) of attempted informal resolution.	
Support person (if any):	
Outline any formal resolution procedures followed:	
If investigated:	Finding—
If heard by Tribunal:	Decision—  Action Recommended—
If mediated:	Date of mediation—  Both/all parties present—  Agreement—  Any other action taken—
Resolution:	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3—8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by:	Name:
	Position in the Club:
	Signature:

**This record and any notes must be kept in a confidential and safe place.**