## **Attachment 4: REPORTING REQUIREMENTS AND COMPLAINT TEMPLATE**

## **RECORD OF COMPLAINT**

Name of person receiving complaint		Date: / /		
Complainant's Name				
	□ Over 18	□ Under 18		
Complainant's contact details	Phone: Email:			
Complainant's role/status in Club	<ul> <li>□ Administrator (volunteer)</li> <li>□ Sailor</li> <li>□ Head Instructor/Assistant instructors</li> <li>□ Employee (paid)</li> <li>□ Club Official</li> </ul>	☐ Parent ☐ Spectator ☐ Support Personnel ☐ Other		
Name of person complained about	□ Over 18	□ Under 18		
Person complained about role/status in Club	<ul> <li>□ Administrator (volunteer)</li> <li>□ Sailors</li> <li>□ Head Instructor/Assistant instructors</li> <li>□ Employee (paid)</li> <li>□ Official</li> </ul>	<ul><li>□ Parent</li><li>□ Spectator</li><li>□ Support Personnel</li><li>□ Other</li></ul>		
Location/event of alleged issue				
Description of alleged issue				

## MANLY YACHT CLUB Member Protection Policy V1.0 – June 2019

Nature of complaint	☐ Harassment or	☐ Discr	rimination	
(category/basis/grounds)	☐ Sexual/sexist	Selec	ction dispute	Training methods
	☐ Sexuality	Perso	onality clash	Verbal abuse
Can tick more than one	Race	☐ Bully	ring [	Physical abuse
box	Religion	Disal	bility	Victimisation
	☐ Pregnancy	☐ Child	l Abuse	Unfair decision
	Other			
What they want to				
happen to fix issue				
Information provided to				
them				
Resolution and/or action				
taken				
Follow-up action				
Tonon ap action				