



**STATEMENT OF COMPLAINT BY STAFF, ATHLETES, COACHES AND/OR SPORTING PARTNER**

I, (INSERT NAME, POSITION TITLE AND OTHER RELEVANT DETAILS), wish to make a formal complaint in accordance with the NSWIS Grievance Handling and Dispute Resolution Policy and Procedures.

My complaint is made against (INSERT NAME, POSITION TITLE AND OTHER RELEVANT DETAILS).

The details of my complaint(s) and/or allegation(s) are as follows:

1. .
2. .

When recording your complaint, please follow the guidelines below:

- \* State your allegation(s) (what happened) use facts as much as possible.
- \* Try to give dates, times, locations etc to assist investigation of the allegation(s).
- \* List any witnesses or other evidence that can support your claim(s).
- \* If you have supporting documents, please provide copies of them.
- \* Keep separate incidents as a separate point from each other.
- \* Use your own words and keep the matter **CONFIDENTIAL**.
- \* Read the NSWIS Grievance Handling and Dispute Resolution Policy and Procedures to understand your rights and obligations in making a formal complaint.

The outcome(s) I am seeking as a result of my complaint are as follows:

1. .
2. .

I believe the outcome(s) I seek are reasonable and justified for the following reasons:

- \* .
- \* .

I understand that the person I have complained against will have the opportunity to read my complaint and/or allegations and respond to it accordingly. I also understand and agree to treat this matter confidentially to protect both my rights and the rights of the person I have complained against until I am informed in writing by NSWIS of the result.

**Signature:**

\_\_\_\_\_  
(Insert name)

**Date signed:**

\_\_\_\_\_