

Pony Club Association of Queensland Inc.



Pony Club House
Unit 11, 913-915 Ann Street
PO Box 2378
Fortitude Valley BC 4006

Phone: (07) 3216 1255
Fax: (07) 3216 0255
email: admin@pcaq.asn.au
www.pcaq.asn.au

ABN: 49 040 247 044

CONFIDENTIAL RECORD OF FORMAL COMPLAINT

Complainant's Name

Over 18 Under 18

Date Formal Complaint Received: / /

Complainant's contact details

Phone: _____ Email: _____

Complainant's Role/status

- Administrator (volunteer)
- Parent
- Athlete/player
- Spectator
- Coach/Assistant Coach
- Support Personnel
- Employee (paid)
- Other
- Official

Name of person complained about (respondent)

Over 18 Under 18

Respondent's Role/status

- Administrator (volunteer)
- Parent
- Rider
- Spectator
- Coach/Assistant Coach
- Support Personnel
- Employee (paid)
- Other
- Official

Location/event of alleged issue

Description of alleged issue

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Nature of complaint (category/basis/grounds)

Can tick more than one box

- . Harassment or
- . Sexual/sexist
- . Coaching methods
- . Personality clash
- . Race
- . Physical abuse
- . Disability
- . Pregnancy
- . Unfair decision
- . Other
- . Discrimination
- . Selection dispute
- . Sexuality
- . Verbal abuse
- . Bullying
- . Religion
- . Victimisation
- . Child Abuse

Methods (if any) of attempted informal resolution

Formal resolution procedures followed (outline)

If investigated: Finding -

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If went to hearing tribunal:

Decision -
Action recommended -

If mediated:

Date of mediation -

Were both parties present -

Terms of Agreement -

Any other action taken -

If went to appeals tribunal:

Decision

Action recommended

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Resolution

- . Less than 3 months to resolve
- . Between 3 – 8 months to resolve
- . More than 8 months to resolve

Completed by

Name:

Position:

Signature: //

Signed by:

Complainant:

Respondent:

This record and any notes must be kept in a confidential place. If the complaint is of a serious nature, or is escalated to and/or dealt with at the national level, the original must be forwarded to the national body and a copy kept at the club/state/district level (whatever level the complaint was made).