CRICKET VICTORIA MEMBER PROTECTION AND CHILD SAFEGUARDING

COMPLAINT FORM

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| **Internal Use Only** | | |
| **Name of person receiving Complaint** |  | Date Complaint Form  Received: / / |
| **Organisation, role & contact details of person receiving Complaint** |  | |
| **Complainant to Complete** | | |
| **Name of Complainant** | ……………………………………………………..  Over 18 Under 18 | |
| **Complainant’s contact details** | Phone:  Address:  Email:  Club/Centre/Team/League:  Association: | |
| **Details of Complainant’s parent/guardian if Complainant Under 18** | Name:  Phone:  Address:  Email: | |
| **Complainant’s role/position within Cricket** |  Administrator (volunteer)  Parent/Guardian   Athlete/player  Spectator   Coach/Assistant Coach  Support Personnel   Employee (paid)  Other   Official …………………………………. | |
| **Name of person complained about** (**Respondent**) | ……………………………………………………..  Over 18 Under 18 | |
| **Details of Respondent and/or Respondent’s parent/guardian if Complainant under 18** (please tick below if parent/guardian)  Parent/Guardian | Name:  Phone:  Address:  Email:  Club/association/Team/League:  Association | |
| **Respondent’s highest level of involvement within cricket** |  | |
| **Respondent’s role/position** |  Administrator (volunteer)  Parent   Athlete/player  Spectator   Coach/Assistant Coach  Support Personnel   Employee (paid)  Other   Official …………………………………. | |
| **Date of alleged breach by Respondent** |  | |
| **Location of alleged breach by Respondent**  (include suburb and postcode) |  | |
| **Description of alleged breach by Respondent**  *Please provide as much information as possible, including details of who is involved, describe what happened and when, and how you found out about the breach - attach further page if necessary* |  | |
| **Description of impact of the alleged breach**  *Please outline the impact the alleged breach has had on the Complainant - attach further page if necessary* |  | |
| **Provision(s) of Member Protection Policy/ Code of Behaviour (for adults) and/or Australian Cricket’s Child Safe Policy/ Code of Behaviour for Looking after our Kids (for Children) that are alleged to be breached** | *Please list all specific provisions of policies that are alleged to be breached* | |
| **Does the Complainant believe any other person is at risk of harm**  *Please outline the basis on which a person may be at risk of harm, whether arising out of the Complaint or otherwise - attach further page if necessary* |  | |
| **Outcome the Complainant is seeking**  *Please state what you wish to occur as a result of this process (ie, sanction, apology, removed from position, etc)* |  | |
| **Preferred Resolution Process**  *Please state your preferred resolution method for this process (eg, Breach Notice, Tribunal, Mediation, etc) (noting that this decision will be made by the Complaints Manager)* |  | |
| **Witnesses (if any)** | Did anyone else witness this alleged breach by the Respondent?  Yes No Not Sure  If 'Yes', please list the witnesses and their contact details (if known): | |
| **Level of Cricket at which alleged breach occurred** |  Cricket Victoria level where the alleged breach relates to behaviour, an incident or circumstances that occurred at or involve individuals operating at the Cricket Victoria level;   VPC, VSDCA, VMCU, VCCL, WCC or Harmony in Cricket level where the alleged breach relates to behaviour, an incident or circumstances that occurred at or involve individuals operating at any of those levels; or   Association/Club/Centre/League/Team level where the alleged breach relates to behaviour, an incident or circumstances that occurred at or involve individuals operating at the Association/Club/Centre/League/Team level. | |
| **Signed by Complainant** | Signature:  Date:  **Where Complainant is a Vulnerable Person (includes those under 18):**  Signature (Parent/Guardian):  Name:  Date: | |