

## COMPLAINT FORM – former WAIS Athlete or former WAIS Staff

Date	
Signature	

### **Important notes:**

- If you do not have sufficient space on this form, please attach additional pages.
- WAIS will treat this information confidentially, however you should be aware that if your complaint is about another person, the person handling your complaint will generally need to disclose details of the complaint to that person to obtain their response.

Personal Information			
Name		Contact details	
Sport Program		Dates at WAIS (years)	From: To:

Information About Your Complaint
Is your complaint about another person? Please tick. Yes          No
<b>If yes, identify the person, their position and how they relate to you.</b> <i>For example, my complaint is about &lt;name&gt;, &lt;job title&gt;. &lt;We were in the same sport program.&gt;</i>
<b>Provide specific details of your complaint</b> <i>Please provide as much detail as possible – for example, what happened, when (give approximate times and dates), who was there etc. If you require more space, please attach additional pages.</i>

Complaint details (continued)

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**What impact has this had on you?**

**Has this happened before? (please tick)**

Yes  No

If yes, please provide details.

**Information About the Complaint Process**

What outcome/remedy are you seeking to resolve your complaint?  
*For example, an apology*

**Have you taken any action to resolve your complaint? (please tick)**

**Yes      No**

**If yes, describe what you have done so far**

**Other Information**

Is there any other information you would like to include?