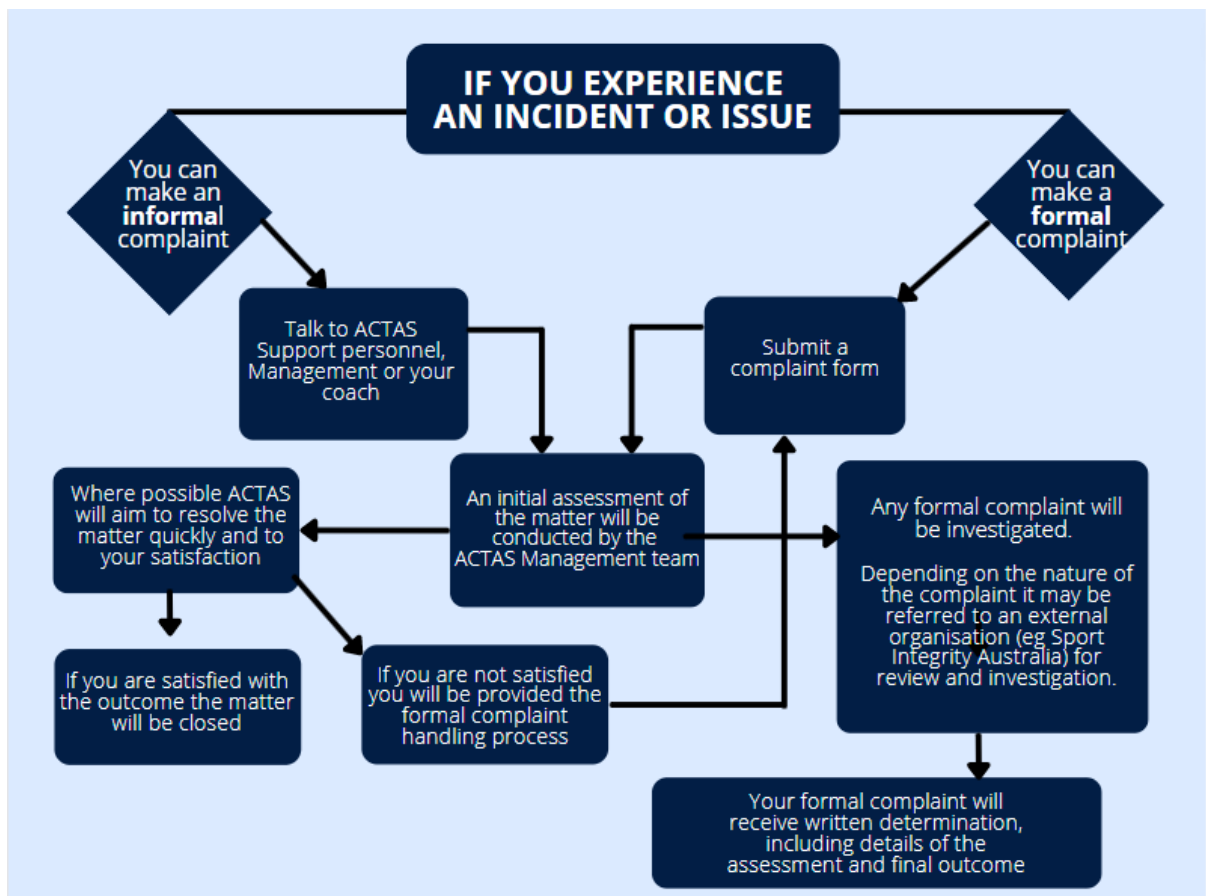


At the ACT Academy of Sport (ACTAS) we believe sport should be safe, fair, and inclusive. To do this we must provide an environment where you can report poor or inappropriate behaviour which may include, but not be limited to verbal abuse, sexual harassment, intimidation, discrimination, or bullying.

The Process

As a complainant you can expect to be treated with dignity and respect throughout the process. You can raise an incident, issue, or complaint at any time. For some matters we ask that you complete a complaint form. We will not disclose this information without your permission unless we are legally required to do so. You have the option of raising a complaint informally or anonymously which means ACTAS will become aware of your concern, however this limits the response ACTAS may be able to take.



If you would like to speak to someone about the ACTAS Complaint Procedure, please contact the ACTAS Director at gerard.corradini@act.gov.au or 0417683183.

Part A – About you, the complainant

Please note: If you wish to make an anonymous complaint go to page 2. Complaints may be lodged anonymously, if so, this limits the option to provide a response.

I am making the complaint myself or on behalf of someone else

Title:

First name:

Last name:

Age: if under 18 - are my parents/guardians aware I am making a complaint.

Address:

Suburb:

State/Territory:

Postcode:

Email:

Mobile :

If you require assistance to participate in the complaint process, please outline the assistance you require:

If you are complaining on behalf of someone else, please provide the following details about this person.

Title:

First name:

Last name:

Address:

Suburb:

State/Territory:

Postcode:

What is their relationship to you?

Please advise if they need assistance to participate in the complaint process and the kind of assistance they need:

I wish to make an anonymous complaint:

Yes / No

Is someone assisting you with this complaint? Yes / No

If so, who? Please provide the following details about this person.
(For example, a legal representative, advocate, or union representative)

Title:

First name:

Last name:

Position:

Organisation:

Address:

Suburb:

State/Territory:

Postcode:

Email:

Mobile:

Please advise if they need assistance to participate in the complaint process and the kind of assistance they need:

Assistance

For any of the people involved in the complaint, please advise if they need any assistance in the complaint process and the kind of assistance they may need.

Please call the ACTAS Director on 0417 683 183 to discuss options available.

Part B – Who is the complaint about? They are known as the respondent

Respondent 1

Name of the person or organisation:

Role of the person or organisation: Please indicate or circle

Coach

Athlete

Manager

Support personnel

Parent

What is your relationship to this respondent?

Respondent 2

Name of the person or organisation:

Role of the person or organisation:

What is your relationship to this respondent?

Note: If you are complaining about more than two people or organisations, please provide information about each additional person or organisation.

Part C – What is the form of the perceived issue, concern, or grievance?

(Please select at least one reason below) For definitions, please visit <https://www.sportintegrity.gov.au/definitions-of-prohibited-conduct>

- I have been discriminated against because of my**
 - Age
 - Disability
What is your disability?
 - Gender identity
What gender do you identify as?
 - Pregnancy
 - Sexual orientation
What is your sexual orientation?
 - Intersex status
 - Race (this includes colour, national origin, descent or ethnic origin)
What is your race/national or ethnic origin/descent?
 - Religion
What is your religion?
 - Political opinion
What is your political opinion?
- I have been sexually harassed / abused**
- I have been physically harassed / abused**
- I have experienced racial hatred**

What is your race/national or ethnic origin/descent?

- I have been victimised because I made, or tried to make, a complaint about discrimination
- The respondent(s) belittled me
- I have been bullied
- I have been isolated from my training environment
- I want to complain about non-selection
- Health & Safety
- Interpersonal conflict and difficulties
- Other (please specify i.e., inappropriate behaviour)

When did the alleged event(s) happen?

Where did the alleged event(s) happen?

What happened?

Describe the event(s) that you want to complain about. We need to know what you say happened, where it happened and who was involved. Please give us all the dates and other details that you can remember.

If you are complaining about employment, please tell us when you commenced employment, your job title and whether you are still employed.

Supporting documents

Please attach copies of any documents that support the claims in your complaint. For example - letters, separation certificate, doctors' certificate. If you cannot do this,

Please tell us about the documents or other information and how this information can be obtained. (it is not a requirement to have supporting documentation if you do not have any.)

How do you think this complaint could be resolved?

For example, a complaint may be resolved with an agreement that a respondent will change its behaviour, introduce training or policies on anti-discrimination, take other action to prevent possible discrimination, mediation, a formal conflict resolution process, training or education on anti-discrimination, or other actions to prevent possible discrimination, bullying or harassment.

Part D – Lodging the complaint

Please send the complaint form to:

Post: Director - ACT Academy of Sport
Building 20
Australian Institute of Sport
Bruce, ACT, 2617
Email: gerard.corradini@act.gov.au

Signature:

Date:

Form/Procedure owner	Director, ACTAS
Approved by	Executive Branch Manager, Sport & Recreation
Effective date	18 July 2022
Updated by	Director, ACTAS
Review due	18 July 2024