

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 INFORMAL COMPLAINT

Name of person receiving complaint:

Date: //

Complainant's Name

Over 18

Under 18

Role/status

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

Location/event of alleged issue

Facts as stated by complainant

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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

What they want to happen to fix issue

What information provided

What they are going to do now

This record and any notes must be kept in a confidential place – do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to PCAQ Secretary