



Litchfield Football Club Formal Complaint Form

1. Complainant Details

Full Name: _____

Role/Connection to Club (Player/Parent/Coach/Volunteer/Committee/Spectator/Other):

Team (if applicable): _____

Phone: _____

Email: _____

2. Details of the Complaint

Date(s) of incident(s):

Location(s): _____

Describe the issue in detail (what happened, who was involved, context):

Who is the complaint about?

3. Witnesses or Supporting Parties

List names and contact details:

4. Evidence Attached

Evidence provided (emails, screenshots, videos, documents, photos, etc.): ☐ Yes ☐ No

If yes, list items:

5. Previous Actions Taken

Have you raised this concern with anyone already? ☐ Yes ☐ No

If yes, who and when?

Outcome:

6. Desired Outcome

What resolution or action are you seeking?

7. Safety & Welfare

Is this matter related to child safety or immediate risk? ☐ Yes ☐ No

If yes, provide details:

8. Declaration

I declare that the information provided is accurate and truthful.

Signature: _____

Date: _____

9. Club Use Only (Office Use)

Complaint Received By: _____

Date Received: _____

Complaint Reference Number: _____

Initial Classification:

☐ Minor Issue ☐ Mediation ☐ Investigation

☐ Disciplinary Matter ☐ Safeguarding Concern ☐ Other: _____

Assigned To: _____

Action Taken / Notes:

Outcome: _____

Date Closed: _____