

Archery Victoria Form			
Form No:	1004-F-01	Version:	02
Revised Date:	30/09/2025	Replaces Version	New
Review Date:	30/09/2027	Pages:	2



Complaint Form

This form is to be used for making a Complaint about Prohibited Behaviour as defined in Archery Victoria Member Protection Policy. Incidents involving Child Safeguarding and Discrimination should be reported to Sports Integrity Australia on 1300 027 232.

This form is to be emailed to: integrity@archeryvic.org.au

Complaint Manager Use Only	
Name of person receiving the Complaint:	Date Received:
How was the complaint received:	

Complainant to Complete	
Personal details of person making the Complaint	
Name:	Member Number:
Mobile Number:	Email Address:
Address:	
City:	Postcode:
☐ Over 18 years old ☐ Under 18 years old	
If under 18 please provide Parent/Guardian's details	
Name:	
Mobile Number:	Email Address:
Address:	
City:	Postcode:
Complainant's role/position within Archery in Victoria:	☐ Volunteer ☐ Parent ☐ Spectator ☐ Official ☐ Other (please specify) ☐ Board/Committee Member ☐ Archer ☐ Coach ☐ Judge
Name of person complained about: (Respondent)	
☐ Over 18 years old ☐ Under 18 years old	
Date/s of alleged breach/es by the Respondent:	
Location/s of alleged breach/es by Respondent:	

Description of alleged breach by Respondent: (Please provide as much information as possible, including details of who is involved, describe what happened and when, if possible, why. Describe the Prohibited Behaviour in detail. Include details about: behaviour/s; words used; tone of voice; actions of the, Respondent. Attach additional pages if necessary)	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).		
	1.	Name: Mobile: Email:	
	2.	Name: Mobile: Email:	
	3.	Name: Mobile: Email:	

Relevant Archery Victoria Policy that the Respondent has allegedly breached: Sections allegedly breached: (Your Club MPIO may be able to assist with this section)						
Impact on Complainant: Describe how the incident has impacted the Complainant. E.g. humiliated, intimidated, affected mental health, etc.						
Evidence Attached: (Attach any supporting documents such as emails, social media post or hand written notes and list them below)						
Does the Complainant consent to alternative dispute resolution?	☐	Yes	☐	No	☐	Unsure what this entails
Signed by the Complainant:	Signature: Date:					

After evaluation of this incident, it was decided the incident was

☒ In Scope

☐ Out of Scope

Note: If the decision is that the incident was In Scope proceed to the Assessment phase in line with Archery Victoria Complaints, Disputes and Discipline Policy.