

Archery Victoria Form			
Form No:	1004-F-02	Version:	01
Revised Date:	30/09/2025	Replaces Version	0503 Formal Complaint
Review Date:	30/09/2027	Pages:	2



Record of Alleged Breach of Policy

This form is to be used for Complaints about Prohibited Behaviour as defined in Archery Victoria Member Protection Policy. Its contents are to be kept confidential, only those people required by Complaints, Disputes and Discipline Policy shall have access to its contents.

Name of Complaints Manager		☐ Complaint Form attached
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Name of Complaints Manager		☐ Complaint Form attached
Prohibited Behaviour Alleged		
Relevant Policies Breached		
Determine Case Category (use Case Categorisation Model to determine next actions)		

The Prohibited Behaviour has been determined to meet the characteristics of:

Category 1 Blue - Low	Category 2 Amber - Medium	Category 3 Red - High
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☐	☐	☐
Can be addressed through reminder of obligations and education.	Can be addressed through sanctions, repeated offenses may result in referral to law enforcement.	Must be referred to relevant law enforcement as to not impede potential criminal investigations.
Process chosen to resolve the Alleged Breach	☐ Alternative Dispute Resolution ☐ Breach Offer	☐ Warning Procedure ☐ Hearing Tribunal
Was provisional Action taken?	☐ Yes ☐ No	☐ If Yes, what? ☐ If Yes, please detail.
Was the Alleged Breach referred to an external agency?	☐ Yes ☐ No	☐ If Yes, what? ☐ If Yes, please detail.
Date Complaint Form was received	Date selected Process started	
Proceed to investigation	☐ Internal	☐ External
Investigation details		
Was the Alleged Breach Valid? If No, why?	☐ Yes ☐ No	Please detail.

If Alternative Dispute Resolution (ADR)	Date of referral to ADR:	
	Type of ADR:	
	Date of ADR:	
	Alleged Breach resolved at ADR	☐ Yes ☐ No
	If No, alternative Process chosen	
	If Yes, please detail:	

If Warning Procedure	Date letter sent to Respondent:	
	Any further comments:	

If Breach Offer	List sanction/s offered to the Respondent:		
	Date letter sent to Respondent:		
	Date Respondent provided response:		
	Did the Respondent accept the Breach Offer and reduced sanction/s:	☐ Yes	☐ No
	If No, date Alleged Breach referred to Hearing Tribunal:		
If No, also complete Hearing Tribunal section.			

If Hearing Tribunal	☐ Internal Tribunal	☐ External Agency
	Date Alleged Breach referred to Tribunal:	
	Date of tribunal hearing:	
	Decision of Tribunal	☐ Substantiated ☐ Unsubstantiated ☐ Unable to be substantiated
	Dates the Complaints Manager was notified:	
Sanction/s		

Date of Notification	Date the Respondent was notified:	
	Date Complainant was notified:	

Decision Appealed by:	☐ Archery Victoria	☐ Respondent	☐ Complainant
Decision appealed date:			
Appeal date:			

Form completed by	Name:	
	Position:	
	Signed:	
	Date:	