**Important Information**.

* Prohibited Conduct is defined in section 10 of the *National Community Football Policy Handbook*.
* The AFL takes all reports of prohibited conduct seriously and recognises these are matters that can have significant impacts on those involved. Available welfare support services are detailed at the end of this form for any impacted persons.
* To help the Controlling Body manage a prohibited conduct complaint and achieve timely outcomes for those involved, it is crucial you:
	+ complete as much detail in this *Notice of Complaint* form as possible and lodge it at the earliest possible time; and
	+ provide all evidence you can in support of the complaint.
* You should seek assistance from your Club to obtain any information and evidence that may help support the complaint.
* Please note that a copy of the complaint will be provided to the named offending person for response.

|  |  |
| --- | --- |
| **PART A**   | WHEN & WHERE did the prohibited conduct occur |

|  |
| --- |
|  |
| Date Occurred |  | Time Occurred |  |
|  |
| Where did the prohibited conduct incident occur? |
| A Match |[ ]  ⇨ | Which Quarter |  | Time of Quarter |  |
|  |  |  | Home Team |  | Away Team |  |
|  |  |  | Grade |  | Venue |  |
| Other Event |[ ]  ⇨ | Event Description  |  |
|  |  |  | Event Address |  |
| Online |[ ]  ⇨ | App (e.g. Facebook)  |  |
|  |  |  | Page / Site URL |  |

|  |  |
| --- | --- |
| **PART B**   | OFFENDED PERSON – details of the person who the prohibited conduct was directed at |

|  |
| --- |
|  |
| Name |  | Club |  |
| Phone |  | Email |  |
| Role | Player |[ ]  Team or Club Official |[ ]  Umpire |[ ]  Other |[ ]  ⇨ |  |
|  |
| Did the offended person directly hear &/or see the behaviour that was directed at them? | Yes |[ ]  No |[ ]
| If Yes | ⇨ | Please attach a statement from that person (the attached Witness Statement template can be used for this purpose) |
| If No | ⇨ | Is the offended person aware of the behaviour?  | Yes |[ ]  No |[ ]
|  |  | If Yes | ⇨ | Is the offended person supportive of this complaint being made? | Yes |[ ]  No |[ ]
|  |  |  | ⇨ | How and when did the offended person first become aware of the behaviour? |  |

|  |  |
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| **PART C**   | OFFENDING PERSON – details of the person who committed the prohibited conduct |

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| --- |
|  |
| Name |  | Club |  |
|  |
| Role | Player |[ ]  ⇨ | Jersey No |  |
|  | Team or Club Official |[ ]  ⇨ | Official Role |  |
|  | Other |[ ]  ⇨ | Connection to Club |  |
|  |
| If the Offending Person’s name is not known, provide any details that will assist identify the Person |  |

|  |  |
| --- | --- |
| **PART D**   | WHAT OCCURRED - Summary of the prohibited conduct |

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| --- |
|  |
| Provide a summary of the prohibited conduct, including what was said (and how loud) and/or what behaviour was witnessed |  |

|  |  |
| --- | --- |
| **PART E**   | SUPPORTING EVIDENCE - Details of evidence supporting the complaint |

|  |
| --- |
|  |
| Detailed statements from any witnesses are crucial in supporting the offended person and the complaint. Please identify and provide details below of any persons who directly heard and/or saw the prohibited conduct and request they complete a statement. The *Witness Statement* template may be used for this purpose. This *Notice of Complaint* form should be lodged even if you are awaiting the return of any statements. Those statements can then be lodged as soon as received. |
| Witness Name | Role (e.g. Player) | Phone | Email | Statement Status |
|  |  |  |  | Requested |[ ]  Attached |[ ]
|  |  |  |  | Requested |[ ]  Attached |[ ]
|  |  |  |  | Requested |[ ]  Attached |[ ]
|  |  |  |  | Requested |[ ]  Attached |[ ]
|  |
| Is there any known video footage of the incident (even if audio is not available)? | Yes |[ ]  No |[ ]
| If Yes | ⇨ | Is the footage attached or a link to this provided? | Yes |[ ]  No |[ ]
|  | ⇨ | Who took or owns this footage (name and ph number)? |  |
|  |
| If the prohibited occurred online (e.g. social media), are screen shots of this attached? | Yes |[ ]  No |[ ]
|  |
| Is there any other evidence you have attached or are waiting on? | Yes |[ ]  No |[ ]
| If Yes | ⇨ | Please describe this evidence? |  |

|  |  |
| --- | --- |
| **PART F**   | DECLARATION (of person lodging the Notice of Complaint) |

|  |
| --- |
|  |
| Your Name |  | 18 or older? | Yes |[ ]  No |[ ]
| Your Club |  | Your Club Role |  |
| Your Email  |  | Your Phone |  |
| Signature |  | Date |  |

**If under the age of 18**

|  |  |  |  |
| --- | --- | --- | --- |
| Parent / Guardian Signature |  | Date |  |

**Wellbeing Support Services**

Any person impacted by a Prohibited Conduct incident should seek wellbeing assistance through their football club, their Doctor or wellbeing support provider such as one of those detailed below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Focus Areas** | **Coverage** | **Phone** | **Website** |
| **Lifeline** | Emotional distress / crisis support | 24 Hours Australia Wide | 13 11 14 | [www.lifeline.org.au](http://www.lifeline.org.au) |
| **13YARN** | Aboriginal & Torres Strait Islander emotional distress / crisis support | 24 Hours Australia Wide | 13 92 76 | [www.13yarn.org.au](http://www.13yarn.org.au) |
| **Beyond Blue** | Depression, anxiety, mental health & crisis support | 24 Hours Australia Wide | 1300 224 636 | [www.beyondblue.org.au](http://www.beyondblue.org.au) |
| **Kids Helpline** | Kids, young adults, parents – stress / anxiety, mental health, abuse, identity, relationships | 24 Hours Australia Wide | 1800 55 1800 | [www.kidshelpline.com.au](http://www.kidshelpline.com.au) |
| **Headspace** | Young person mental health support | 9am – 1am AEST Everyday | 1800 650 890 | [www.headspace.org.au](http://www.headspace.org.au) |
| **QLife** | LGBTI peer support - sexuality, identity, gender, bodies, feelings or relationships. | 3pm to midnight Everyday | 1800 184 527 | [www.qlife.org.au](http://www.qlife.org.au) |
| Where any person feels that a crime has been committed or they fear for their safety as a result of an incident, they should contact the Police on 131 444 or call 000 for emergencies. |