



Complaint Form Sample

BETWEEN:

Complainant
(insert name of
Complainant here):

Anne Barry

-and-

Respondent
(insert name of
Respondent here):

Daniel Day

- If a Complainant or Respondent is under 18 years of age, then please state the name of the parent or guardian to represent the Complainant/Respondent.
- Failure to complete all sections will result in an invalid Complaint.
- A Complaint must be delivered to the Club or Regional Secretary or to the Complaints and Disciplinary Officer (CDO) by **email** within 14 days of an incident.
- A Complaint to Swim Ireland must be accompanied by payment of a €50 fee. Any applicable fees at Club or Regional level are at the discretion of the Club or Regional body and the Complainant should enquire.

The completed Complaint form should be returned to:

- (a) **If Club Complaint** – Club Secretary by email
- (b) **If Regional Complaint** – Regional Secretary by email
- (c) **If National/First Instance Complaint** – by email to complaints@swimireland.ie

YOUR CONTACT DETAILS:

Name: Anne Barry

Parent/Guardian: N/A

Address: 111 Main Street, Dingle, Co. Kerry

Tel No: 086-1222444

Email: headcoach@swordfishsc.com

Club: Swordfish SC



Complaint Form Sample

COMPLAINT DETAILS

When completing this section, please give as much information as possible.

Date of incident(s) 1st March 2020

Location of incident(s) A.N Other Swimming Pool

Details of incident(s)

I was coach on duty at the regional swimming competition on Sunday 1st March. In advance of the competition I had advised swimmers that I would select relay teams based on their swims in 50m and 100m events at the competition. This was also sent to parents/ carers by the club secretary with the officials' duty roster.

The team managers posted the relay teams daily in our team area which was in full view of all swimmers and supporters.

On Sunday morning Patrick Brennan (Team Manager) posted the 4 x 100m freestyle relay teams. Daniel Day (parent of Alysa Day) approached me in the spectator's area and asked why his daughter had not been selected for the team as she was faster than two of the swimmers listed (who he named). I informed Daniel of the selection criteria and that this was sent out in advance of the competition. Daniel stated that he didn't see this email and that it was ridiculous not to pick the best swimmers, just because they have one bad swim.

I felt there was a lot of people watching the conversation as the spectator's area was full and Daniel appeared to be quite annoyed. Alysa was standing close to her father and seemed to be embarrassed.

I attempted to end the conversation by telling Daniel that I needed to go down on deck to speak to some of the swimmers, but he blocked my path by putting his hands up at chest level. At this point I told Daniel that I felt uncomfortable by his behaviour and asked him to stand aside and let me leave. Daniel became irate and told me that I was a rubbish coach, I didn't know what I was doing and that I was deliberately preventing his daughter from reaching her potential.

John O'Neill and Aine O'Kane were sitting quite close to the conversation and at this point they both approached us. John asked Daniel to step back and let me past which he did. Aine walked with me to poolside.

Patrick (TM) came down on deck approximately 10 minutes later to tell me that Alysa had informed him that she had to leave and asked him if he could scratch her from her remaining events.

Name of other party/ies Daniel Day

Club of other party/ies Swordfish SC

Name of Witness/es John O'Neill

 Aine O'Kane

Club of Witness/es Swordfish SC



Complaint Form Sample

DESCRIPTION OF COMPLAINT

You **must** specify the exact nature of your complaint(s):

Daniel's behaviour towards me was aggressive and threatening in nature, by putting his hands up he was preventing me from leaving a situation that I did not feel safe in.

Daniel named two swimmers loud enough for other swimmers and parents to hear, alleging that they were not as good as his daughter. This exhibits unsportsmanlike behaviour, and these are disparaging comments to make about young people in our club.

Given that this was a regional competition and the area was full of spectators I also feel this behaviour reflects poorly on our club. Several coaches approached me that day to ask if I was okay, having heard about the incident from their own club members.

Description of Offence:

(You **must** identify one or more Offences in Part B of the Swim Ireland Complaints and Disciplinary Rules that you allege has/have been breached). Where the offence is a breach of a code of conduct, you must specify which area/s or relevant code of conduct specifically that you allege have been breached.

- Aggressive or threatening behaviour
- Unsportsmanlike behaviour
- Disparaging comments

SUPPORTING DOCUMENTATION

If you are supplying supporting documentation, please set out a description of each document relied on here:

Document A	Email sent by secretary to club members on 26/02/20
Document B	Relay team sheets and event results used for selection
Document C	Witness statements from John O' Neill and Aine O'Kane
Document D	Team Manager report from Patrick Brennan



Complaint Form Sample

AGREEMENT TO MEDIATE

I HEREBY AGREE TO PARTICIPATE IN THE MEDIATION OF THIS DISPUTE IF THE CDC or CDO DEEMS IT APPROPRIATE THAT THIS COMPLAINT BE MEDIATED. PLEASE NOTE THAT THIS IS THE PREFERRED OPTION UNDER THE SWIM IRELAND COMPLAINTS AND DISCIPLINARY RULES AND PROCEDURES.

Signed: _____

Name in block: Anne Barry

Date: 3rd March 2020

The Complaints and Disciplinary Bodies shall keep all information disclosed to them confidential and no disclosure of any detail shall be made to any third party unless in the administration of the disciplinary function or a requirement by law and in line with the Swim Ireland Privacy Policy.

Where sanctions are issued by a CDC, Swim Ireland will be notified.