

IMPORTANT: This form is to be completed by the administrator immediately following a disclosure conversation – not during it. Record what was disclosed in the individual's own words where possible. Do not paraphrase in ways that minimize or characterize the conduct described. This document contains sensitive personal information and must be stored securely with access limited to those with a need to know.

SECTION A – ADMINISTRATOR INFORMATION

Administrator Name: _____

Organization / Role: _____

Date of this Record: _____

Time: _____

SECTION B – DISCLOSURE DETAILS

Date of Disclosure Conversation: _____

Time: _____

Location of Disclosure
Conversation: _____

How was disclosure made? _____

☐ In person

☐ By phone

☐ In writing (attach)

SECTION C – WHO (Parties Involved)

Person Affected (Complainant / Disclosing Party)

Full Name: _____

Role in Organization: _____

Member Since (approx.): _____

Age / DOB (if known): _____

Person Whose Conduct is in Question (Respondent)

Full Name: _____

Role in Organization: _____

Relationship to Affected Person: _____

SECTION D – WHAT (Description of Conduct)

Record the conduct as disclosed to you, using the individual's own words where possible. Do not paraphrase in ways that minimize or characterize.

What did the individual tell you happened?

Did the individual use any specific words or phrases you want to capture verbatim?

SECTION E – WHEN AND WHERE (Incident Details)

Even approximate information is better than none.

Date(s) of Incident(s): _____ **Time(s):** _____

Location(s) where conduct occurred (venue, city, event):

Relevant sport context (e.g. competition, training, team travel, online):

Was this a single incident or ongoing?

- ☐ Single incident
- ☐ Multiple / ongoing
- ☐ Unknown

If multiple – approximate timeframe:

SECTION F – WITNESSES

Note whether witnesses may exist – you are not interviewing them at this stage.

Were others present during any of the conduct?

- ☐ Yes
- ☐ No
- ☐ Unknown

If yes, name(s) and role(s) (if known to disclosing party):

SECTION G – PRIOR REPORTS

Has the individual disclosed this to anyone else?

- ☐ Yes
- ☐ No
- ☐ Unknown

If yes, to whom and when (approximate)?

Are there any prior or related incidents that may be connected?

- ☐ Yes
- ☐ No
- ☐ Unknown

If yes, describe briefly:

SECTION H – EVIDENCE

Note whether evidence may exist – you are not collecting it at this stage.

Is the individual aware of any documentation, messages, photographs, or other material?

- ☐ Yes
- ☐ No
- ☐ Unknown

If yes, describe type and location (do not collect at this stage):

SECTION I – IMMEDIATE NEEDS & SAFETY

Did the individual express any immediate safety concerns or request any interim support?

Were any immediate steps taken at the time of disclosure?

- ☐ Referral to support resources
- ☐ Notification to another staff member
- ☐ Safety plan initiated
- ☐ No immediate steps taken

Notes on immediate steps taken:

SECTION J – NEXT STEPS & REFERRAL

What was communicated to the individual about next steps?

- ☐ Complaint process explained
- ☐ Timeframes discussed
- ☐ Referred to ITP Sport

- ☐ Referred to external body (police, child welfare, etc.)
- ☐ No next steps communicated at this time

Notes on next steps communicated:

SAMPLE