



GRIEVANCE FORM

Prescribed Form 1, By-Law 9

COMPLAINANT DETAILS	
Full name:	
FFA number:	
Contact details: Postal address Email address Best contact number	

RESPONDENT DETAILS	
Full name:	
FFA number:	
Contact details: Postal address Email address Best contact number	
If there are further parties who are Respondents, please provide their name and contact details (postal address, email address and best contact number) below:	

AFFECTED PARTY DETAILS	
<i>Your Grievance may have consequences for another party. Football Queensland is concerned to ensure the Affected Party (including Football Queensland) is aware of your Grievance and is provided with an opportunity to be heard.</i>	
Is there another party potentially affected by your Grievance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If there are other parties potentially affected, please provide their name and contact details (postal address, email address and best contact number) below:	



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REPRESENTATION

Do you wish to be represented by a support person of the Club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you wish to be represented by a lawyer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If you wish to be represented by a support person and/or lawyer, please provide their name and contact details (postal address, email address and best contact number) below:

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JURISDICTION

Not all matters will fall under the General Tribunal's jurisdiction. For example, an appeal of an Association Disciplinary Committee decision in relation to a Player's match suspension is to be heard by the Appeals Tribunal. Please refer to section 5 of By-Law 9 for further details.

Does the General Tribunal have jurisdiction to hear this matter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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PRE-LODGMET STEPS

Before lodging this Grievance, you must provide a written notice to the Respondent providing sufficient details of the Grievance and allowing at least seven (7) working days for a reply. This is to provide the parties with an opportunity of resolving this matter directly prior to the General Tribunal's intervention. Please refer to section 7 of By-Law 9 for further details.

Have you provided a written notice to the Respondent and allowed at least seven (7) working days for a reply?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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DATE THAT THE GRIEVANCE AROSE

Grievance Date:	
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If you wish to, provide a chronology / timeline of events below:

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SUMMARY OF THE GRIEVANCE

Please provide a brief summary of the relevant facts and legal arguments, including by reference to any applicable Rules and Regulations of FFA, Football Queensland and/or Zone / Competition Administrator / Competition Management Centre.

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RELIEF SOUGHT

Please describe the relief that you are seeking from the General Tribunal.



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SUPPORTING DOCUMENTS

Pursuant to subsection 7.4 of By-Law 9, you must provide copies of the Complainant's written notice, the Respondent's written reply (if any), this subject Grievance Form, any supporting evidence and payment of the Application Fee (following section).

Have you provided all supporting documents for the General Tribunal to consider the Grievance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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PAYMENT OF APPLICATION FEE

An Application Fee must be paid at the time of lodging this Grievance. Payment can be made via the details provided below.

Payment options	Please pay by EFT to the following account Bank: NAB Account Name: Football Queensland Account BSB: 084917 Account Number: 172755418 Please use your Club Name as a reference and attach a copy of the payment receipt when lodging this form.
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SIGNATURE

I certify that the information provided above is true and correct.

Signature:	
Description of signatory:	
Date:	

Notes



1. *This Grievance Form (and relevant supporting documents) must be submitted within fourteen (14) working days after issue of your written notice to the Respondent as per subsection 7.1 of By-Law 9.*
2. *You should read and consider sections 5, 7, 9, 10 and 15 of By-Law 9 prior to signing and lodging this Grievance Form to Football Queensland.*
3. *Pursuant to section 9 of By-Law 9, your Grievance will be dealt with by mediation in the first instance, unless
 - a. *Football Queensland believes that the Grievance should be referred directly to the Grievance Tribunal.**
4. *If Football Queensland does not receive a properly completed Form (and relevant supporting documents) by the time specified in paragraph 1, along with the \$750 Application Fee, you waive your right to have your Grievance heard by Football Queensland.*
5. *Capitalised words used in this Grievance Form are defined in By-Law 9.*