# **INCIDENT REPORT FORM**

Tick appropriate box -   
❑ Hazard/Potential Hazard   
❑ Inappropriate Behaviour   
❑ Competition Related Dispute   
  
**Complainant Details:** (person reporting incident)

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
|  |  |
| Email: |  |
| Phone: | (BH) (AH) |

## **Incident/Hazard Details**

|  |  |
| --- | --- |
| Association/Venue |  |
| Date and time of incident/hazard |  |
| Exact location of incident/hazard |  |
| Provide a detailed description of the incident: | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |

|  |  |
| --- | --- |
| **Witness Contact Details** | |
| Witness Name |  |
| Phone: | (BH) (AH) |
| Email: |  |

|  |
| --- |
| Outline any action taken at the time of the incident/hazard by the Association/Venue: |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

Form to be lodged with the Association/League Secretary/Administrator. Once an Incident Report Form has been lodged with the Association/League, the committee will determine the appropriate process to follow (using either the Association’s Constitution, Competition By-Laws or Netball Victoria’s Member Protection Regulation). Parties involved will be notified in due course of the committee’s decision and any further action to be taken or penalty to be imposed.

## ***Association Use Only***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date Received: | |  | Date Actioned: | | |  |
| Action Taken: | |  | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| Signed: |  | | | Date: |  | |