



**Doncaster & Districts Netball Association  
Saturday Competition Incident/Grievance form and Protocol.**

**Process:**

- **Form is to be completed by end of business the Wednesday after the round of incident and emailed to DDNA Secretary at [secretary@ddna.com.au](mailto:secretary@ddna.com.au)**
- **Form to be completed on behalf of Participating club at the Association not parent/coach/spectator. Complainant is to advise their participating club of grievance and if Club deems form to be completed the President/Secretary of club to complete and forward to Secretary of Association.**
- **Umpires with a reportable incident/grievance to discuss matter with Umpire Co-Ordinator who will lodge form on their behalf.**
- **Once form has been received by Secretary it will be acknowledged and complainant club will be advised of DDNA committee member in charge of investigation. DDNA committee members will not investigate complaints surrounding own club.**
- **The club that is the named in the incident/grievance report will be given a copy of the claim and allowed 4 days to investigate and report back to committee member with their response.**
- **The DDNA committee member will speak with both parties to form a conclusion, if none can be agreed upon the matter will be addressed by the DDNA committee at next possible meeting.**



# INCIDENT/GRIEVANCE FORM

*CLUB SUBMITTING INCIDENT/GRIEVANCE*

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Contact name for all communication: \_\_\_\_\_

Position at Club: **President / Vice President / Treasurer / Secretary**

Contact Email: \_\_\_\_\_ Contact Mobile: \_\_\_\_\_

## INCIDENT/GRIEVANCE DETAILS

Round: \_\_\_\_\_ Date: \_\_\_\_\_ -

Teams involved \_\_\_\_\_ vs \_\_\_\_\_

Grade/Division \_\_\_\_\_ Court \_\_\_\_\_ Game time \_\_\_\_\_

*Details of Incident/Grievance.*