

DONCASTER & DISTRICTS NETBALL ASSOC.

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

Grievance and Incident form.

Last reviewed 27 October, 2020

Goal:

- To establish a recognized pathway for communications between umpires, clubs and the DDNA committee to document and help resolve game day incidents and grievances.
- Forms to be logged within the DDNA archives for reference for current incidents and future incidents.

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
- Form to be completed on behalf of Participating club at the Association not parent/coach/spectator. Where possible Association clubs are to endeavor to resolve Incidents within their own constitution and By Laws. If deemed necessary, complainant is to advise their participating club of grievance and a form is to be completed by the President/Secretary of the club and forwarded to Secretary of Association.
- Umpires with a reportable incident/grievance to discuss matter with Umpire Co-Ordinator who will lodge form on their behalf. Umpires will also have their own separate log book for incidents.
- 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. To dismiss a conflict of interest DDNA committee members will not investigate complaints surrounding their own club or participation of the said club.
- The club that is the named in the incident/grievance report will be given a copy of the claim and allowed four (4) days to investigate and report back to committee member with their response.
- During the four-day resolution time frame the DDNA committee member assigned to the case will speak with both parties to form a conclusion and resolution. These communications shall be recorded and documented for the case file. If a resolution cannot be reached between parties involved the case will be addressed by the DDNA committee at next possible meeting or as soon as practicable based on the severity of the case.

INCIDENT/GRIEVANCE FORM

CLUB SUBMITTING INCIDENT/GRIEVANCE

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. Please attach further pages as required.