

WRFU

JUNIOR CLUB RUGBY



Complaint/Incident Report

- Minor complaints (*refer Section 21 of the Convenors Manual*) should be initially directed to your Club's Convenor to action. Complaints should only be made to the WRFU once all other avenues have failed to bring about a satisfactory resolve.
- All complaints to the WRFU must be made in writing on this form.
- The decision of the WRFU will be final and binding on all parties.
- The WRFU reserves the right to suspend any player, coach, manager or administrator from being involved in Wellington Junior Club Rugby until such time that the issue has been resolved to its satisfaction.
- WRFU Junior Rugby does reserve the right to, in certain cases; refer the complaint to the WRFU Disciplinary Committee.

Details of the Complaint/Incident

Date: _____ Time: _____ Location/Field: _____

Grade: _____ Referee Name & Contact Number: _____

Teams involved:

Club or Union	Team Name	Coach/Manager

Is this complaint regarding the behaviour or actions of?

Player/s Coach / Manager Spectator / Parent Referee Official Other

Please list the name, club and role of any person/s you feel had a part in this incident:

Name	Role <i>e.g. Player, Coach</i>	Club	Jersey No

Is this complaint regarding:

Facilities Equipment Organisation

Details of the person making this complaint:

Name: _____

Phone No: _____

Address: _____

Club: _____

Role at time: _____

Please give a brief description of what happened, as you saw it. State only the facts and do not include anyone else's opinion.

What actions were taken to resolve the issue at the time and by whom?

Persons/clubs/committees who have previously heard or dealt with this complaint?

(Please supply copies of all records and documentation relevant to your dealings of this complaint).

Name or Organisation	Contact Person	Phone

Why is this complaint being referred to the WRFU?

Declaration

I _____ (person lodging this complaint), confirm that the details given are accurate to the best of my knowledge and agree to abide by the decisions of the WRFU.

Signed: _____

Date _____