# Appendix C – Incident Report

**Incident Report**

Please submit the incident report to the relevant Netball NSW Affiliate club/association as soon as possible and not more than 48 hours after the incident. The Netball NSW Disciplinary Policy can be accessed at uploaded on the Netball NSW website under “Community” “Governance” “Policies” or by clicking the following link: <https://nsw.netball.com.au/policies>.

An Incident Report Form may be submitted by any person witnessing an alleged On-Court Incident.

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| **Contact Details of Person Making Report**  ***Please note that Netball NSW and its Affiliates cannot accept anonymous******submissions*** | Person Reporting’s Full Name:  Person Reporting’s Phone Number:  Person Reporting’s Email Address: | Time/Date of Report: |
| **Role/Position of Person Making Report if relevant**  **(e.g. Umpire, Team Official etc.)** |  | |
| **Where did the incident occur?**  **(Venue/Association/Division/Court)** |  | |
| **Date and Time of Incident** |  | |
| **Details of Involved Teams** | Team A Name:  Team B Name: | |
| **Details of Person Cited** | Cited Person’s Full Name:  Cited Person’s Team:  Cited Person’s Position (i.e. position on court GA/GK etc, coach, manager, etc): | |
| **Witness Details**  **(Name, Phone Number and Email Address)** |  | |
| **Statement of Facts** |  | |
| **Was any On-Court Action Taken?**  **(e.g. Member Ordered Off)** |  | |
| **Signature of Person Making Report** |  | |

**Official Use Only**

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| **Report Received By** | Name:  Signature: | Time/Date of Receipt of Report: |
| **Level of Offence (refer to Appendix A of the Disciplinary Policy)** | 1 2 3 4 5 | |
| **Assessment of Report** | Noted – No action taken  Actioned – Automatic suspension/Hearing Officer sanction issued  A  Disciplinary Tribunal  Warning  Wa  Member Protection Issue (to be dealt with under Member Protection Policy) | |
| **Action Taken/ Outcome/ Details of Sanction** |  | |