

Complaint/Incident Report

- Complaints should be initially directed to your Club's convenor to action. Complaints should only be made to the JRZE once all other avenues have failed to bring about a satisfactory resolve, or
- When the relevant Zone Committees feel that the matter falls outside of their jurisdiction.
- All complaints to the JRZE must be made in writing on this form.
- The decision of the JRZE will be final and binding on all parties.
- The JRZE 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.
- The JRZE does reserve the right to, in certain cases, refer the complaint to the WRFU.



Details of the incident

Date: _____ Time: _____ Place/field: _____

Grade: _____ Referee name: _____

Teams involved

Club or Union	Team name	Coach

Is this complaint regarding the behaviour or actions of:

Player/s Coach or 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 eg player, coach	Club	Jersey number

Is this complaint regarding:

Facilities Equipment Organisation

Details of the person making this complaint:

Name: _____ Phone: _____

Address: _____ Club: _____

_____ Role at the 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 organization	Contact person	Phone

Why is this complaint being referred to the JRZE?

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 JRZE.

Signed: _____ Date: _____