

## Complaints & Disciplinary Rules & Procedures

# Complaints & Disciplinary - Document 2: Disciplinary Report

Completed By (Capital Letters) \_\_\_\_\_

Role \_\_\_\_\_

1. (i) Date of alleged breach \_\_\_\_\_
2. (ii) Name of Member \_\_\_\_\_
- (iii) Name of Members Club \_\_\_\_\_
- (iv) Location/Event of the alleged breach \_\_\_\_\_

2. Rule Breached. \_\_\_\_\_

3. Name Immediate Sanction Imposed? \_\_\_\_\_

4. List Warnings Given (if any); \_\_\_\_\_

5. Names of persons/club (if any) you spoke to regarding the alleged breach. \_\_\_\_\_

6. Title of documents attached (if any):

Document A \_\_\_\_\_

Document B \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

N.B. - A valid Disciplinary Report must be made within 3 days of the date of the incident.