

---

## B7 DISCIPLINE OF MEMBERS

Scheduled Reviewed Triennially or as required

Date of Board Approval : 11 November 2019

Last Reviewed 30 November 2021

---

### Preface

- A. KA provides an environment which protects the health, safety and wellbeing of all members of KA, including all those who participate in the activities of KA, its Affiliated State bodies and Clubs, competitors, officials, volunteers, employees, organisers and spectators.
- B. Rule 7.2 of the AKA Ltd Constitution (Constitution) states:
- “(a) The Directors may make a Policy or Policies:
- (i) for the hearing and determination of:
- (A) grievances by any Member who feels aggrieved by a decision or action of the Company (or a Member State or Affiliated Member); and
- (B) disputes between Members relating to the conduct or administration of Karting;
- (ii) for the discipline of Members;
- (iii) for the formation and administration of an appeals tribunal which must be independent of any party before it on the matter which is the subject of the appeal in question; and
- (iv) for the termination of Members (except in respect of Member States).
- (b) The Directors in their sole discretion may refer an allegation (which in the opinion of the Directors is not vexatious, trifling or frivolous) by a complainant (including a Director or a Member) that a Member has:
- (i) breached, failed, refused or neglected to comply with a provision of this Constitution, the Policies or any other resolution or determination of the Directors or any duly authorised Committee; or
- (ii) acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of the Company or Karting, or both; or
- (iii) prejudiced the Company or Karting or brought the Company or Karting or themselves into disrepute,
- for investigation or determination either under the procedures set down in the Policies or by such other procedure and/or persons as the Directors consider appropriate.
- (c) During investigatory or disciplinary proceedings under this clause 7, a respondent may not participate in Karting, pending the determination of such proceedings (including any available appeal) unless the Directors decide continued participation is appropriate having regard to the matter at hand.
- (d) The Directors may include in any Policy or Policies a final right of appeal to an independent body outside the control of Karting.”
- C. This Policy provides the mechanisms and procedures for dealing with grievances, complaints, malpractice, and non-compliance with our Constitution, By-laws, Rules (other than those that are required to be dealt with by Stewards, Disciplinary Tribunals and Investigatory Tribunals as specified in the National Competition Rules), Policies – including the KA Member Protection Policy, Procedures, Regulations (the **Non-sporting Rules**), the application of discipline that may be required to ensure compliance with the Non-sporting Rules by our Members and their right of Appeal.

---

### 1. Purpose

If a Member subject to the Non-sporting Rules is reasonably suspected to have to have breached our Non-sporting Rules, that Member may be subject to a Complaint and, if necessary, an Investigation conducted in accordance with this Disciplinary Policy and/or a Disciplinary Hearing and/or Disciplinary action in accordance with the procedures and powers detailed in By-law B8.

---

### 2. Power to Complain

- a) Any Member, the KA Board or the KA CEO (**Complainant**) may make a Complaint about a Member in relation to any alleged breach of our Non-sporting Rules if they reasonably believe that a person or a member organisation has breached the Non-sporting Rules. A Complaint should be reported to the CEO.
- b) If a complaint relates to behaviour or an incident that occurred at the:
- (i) **Club level**, or involves people operating at the club level, then the complaint should be reported to and handled by the relevant club in the first instance.



- (ii) **State level**, or involves people operating at the state level, then the complaint should be reported to and handled by the relevant state association in the first instance
- c) Only matters that relate to, or which occurred at, the **National level**, as well as serious cases referred from the state and club level, should be dealt with by KA.

---

### 3. Vexatious Complaints and Victimisation

- a) KA aims to ensure our Complaints procedure has integrity and is free of unfair repercussions or Victimisation against any person making a complaint.
- b) If at any point in the Complaint process the CEO, or a person or persons appointed to investigate a Complaint considers that a Complainant has knowingly made an untrue Complaint or the Complaint is vexatious or malicious, the matter may be referred to the KA Tribunal or the National Sports Tribunal (NST) for appropriate action which may include disciplinary action against the complainant.
- c) KA and Member States and Affiliated Clubs should also take all necessary steps to make sure that people involved in a Complaint are not victimised by anyone for coming forward with a Complaint or for helping to resolve. Disciplinary measures will be imposed on anyone who victimises another person for making a Complaint.

---

### 4. Tribunals

- a) In accordance with By-law B7, a KA Tribunal may be formed to hear a proceeding:
  - (i) referred to it by the CEO; or
  - (ii) referred to it or escalated by a Member State either
    - 1) because of the serious nature of the complaint,
    - 2) because it was unable to be resolved at the state level or
    - 3) because the policy of the Member State directs it to befor an alleged breach of this policy.
- a) The KA Tribunal procedure is outlined in By-law B8.
- b) Disciplinary matters may alternatively be referred by the CEO to the NST for mediation or hearing in accordance with NST legislation.
- c) A Respondent may lodge an appeal to the Appeal Tribunal in respect of a KA Tribunal decision. The decision of the Appeal Tribunal is final and binding on the people involved.
- d) An appeal may also be lodged to the NST Appeals Division in circumstances outlined in clause 9 of this By-law.
- e) Every organisation bound by the Policy will recognise and enforce any decision made, and form of discipline imposed, by the KA Tribunal or NST under the Policy.

---

### 5. What is in Breach of this Policy

- a) It is a breach of this By-law for any person or organisation bound by this policy to do anything contrary to this By-law, including but not limited to:
  - (i) Breach the Code of Behaviour;
  - (ii) Bring the sport and/or KA into disrepute, or act in a manner likely to bring the sport and/or KA into disrepute;
  - (iii) Fail to follow KA Policies;
  - (iv) Engage in misconduct or serious misconduct;
  - (v) Appoint or continue to appoint a person to a role that involves working with Children and young people contrary to the Member Protection Policy;
  - (vi) Discriminate against or harass or bully any person;
  - (vii) Victimise another person for making or supporting a Complaint;
  - (viii) Verbally or physically assault another person, intimidate another person or create a hostile environment within the sport and/or KA;
  - (ix) Disclose to any unauthorised person or organisation any KA information that is of a private, confidential or privileged nature;
  - (x) Make a Complaint they knew to be untrue, vexatious, malicious or improper;
  - (xi) Fail to comply with a penalty imposed after a finding that the individual or organisation has breached this Policy;
  - (xii) Fail to comply with a direction given to the individual or organisation during the discipline process; or
  - (xiii) Act in any way contrary to this Policy.

---

## 6. Investigation Process

- a) There will be times when a complaint may need to be investigated and information gathered.
- b) An investigation helps determine the facts relating to the incident, and if requested, recommendations as to possible findings, recommendations and next steps.
- c) Any investigation we conduct will be fair to all people involved. The investigation process will be undertaken by an unbiased person who has had no previous or current direct involvement with persons who are the subject of or concerned with the complaint.
- d) If we decide that a complaint should be investigated, we will follow the steps outlined below:
  - (i) We will provide a written brief to the investigator that sets out the terms of engagement and his or her roles and responsibilities.
  - (ii) Any Member that is to be the subject of an investigation under this Policy will be provided with full details of the complaint by way of an Investigation Notice that is completed by the CEO.
    - 1) A template **Notice Of Investigation** is set out in Annexure 1 to this Policy.
- e) The investigator will:
  - (i) Interview the Complainant, record the interview and document it in writing;
    - 1) Template **Investigation Scripts** are set out in Annexure 2 to this Policy
  - (ii) Interview the Respondent(s) to allow them to answer the complaint, record the interview and document it in writing;
  - (iii) Obtain statements from witnesses and collect other relevant evidence (if any);
  - (iv) Make a finding as to whether the complaint is:
    - 1) **substantiated** (there is sufficient evidence to support the complaint)
    - 2) **inconclusive** (there is insufficient evidence either way);
    - 3) **unsubstantiated** (there is sufficient evidence to show that the complaint is unfounded);
    - 4) **mischievous, vexatious or knowingly untrue.**
  - (v) Provide a written Investigation Report to the CEO documenting the complaint, the investigation process, the evidence, and, if requested, any findings and recommendations.
    - 1) The investigation report should substantially replicate the template Investigation Report set out in Annexure 3 to this Policy.

---

## 7. Report and Actions from Report

- a) KA will provide a report to the Complainant and the Respondent(s) documenting the complaint, the investigation process and summarising key points from the investigation and advising the outcome and any further action/s that are to be taken in the matter which may include:
  - (i) Discipline in any of the following forms that may be imposed by the CEO
    - 1) A direction that the individual makes a verbal and/or written apology;
    - 2) A written warning;
    - 3) A direction that the individual attend counselling to address their behaviour;
    - 4) Withdrawal of any awards, prizes, trophies, placings, records, achievements bestowed in any Competitions, activities or events held or sanctioned by KA;
    - 5) Demotion or transfer of the individual to another location, role or activity;
    - 6) A suspension of the individual's membership or participation or engagement in a role or activity;
    - 7) Termination of the individual's engagement;
    - 8) A recommendation to the Board that KA terminate the individual's membership, appointment or engagement;
    - 9) In the case of an official or person who holds a KA issued credential of any kind, a direction that a Member State de-register the accreditation of the official or accredited person for a specified period of time;
    - 10) A fine.
  - (ii) **Referral to the NST for mediation.**
  - (iii) **Referral to the KA Tribunal or NST for a Disciplinary Hearing at the discretion of the CEO.**
  - (iv) The Complainant and the Respondent(s) will be entitled to support throughout this process from their chosen support person or adviser. However, a support person or advisor cannot be a support person if he or she has been admitted to practice as a lawyer or worked as a trainee lawyer.
- b) **A disciplinary decision imposed by the CEO in clause 7(a)(i) may be appealed to the KA Tribunal, or at the discretion of the CEO to the NST General Division.**

---

## 8. Disciplinary Measures

- a) KA may impose disciplinary measures on an individual or organisation for a breach of this By-law.
- b) Any disciplinary measure imposed should be:
  - (i) Fair and reasonable;
  - (ii) Applied consistent with any applicable contractual and/or employment rules and requirements;
  - (iii) Applied in accordance with the Constitution, By-laws and policies of KA;
  - (iv) Be based on the evidence and information presented and the seriousness of the breach; and
  - (v) Be determined in accordance with our constituent documents, by-laws, this policy and/or the Rules.

---

## 9. Right of Appeal

[a\) An appeal from a decision of the KA Tribunal can be lodged with either the KA Appeal Tribunal or the NST Appeals Division at the discretion of the CEO.](#)

[b\) An appeal from a decision of the NST must be lodged with the NST Appeals Division.](#)

---

## 10. KA Appeal Tribunal

- a) A complainant and/or a respondent(s) may lodge with KA a letter seeking Leave to Appeal to an Appeal Tribunal against a decision of either the CEO to impose any of the forms of Discipline permitted by the By-laws, and/or as a result of a KA Tribunal Hearing decision.
  - b) The right of appeal to the Appeal Tribunal shall be dependent upon Leave to Appeal being granted by the Chair of the Tribunal at their absolute discretion, and there shall be no right of appeal against the decision of the Chair in respect of granting or refusing such Leave to Appeal.
  - c) An Appeal can only be submitted on one or more of the following grounds:
    - (i) That a denial of procedural fairness has occurred;
    - (ii) The severity of the penalty;
    - (iii) That the decision was not supported by the evidence provided:
      - 1) to the Investigator; and/or
      - 2) to the CEO; and/or
      - 3) to the KA Tribunal.
  - d) A person wishing to seek Leave to Appeal to an Appeal Tribunal must lodge a letter and the Appeal Fee with the National Tribunal Registrar by email to: [Tribunal@karting.net.au](mailto:Tribunal@karting.net.au) setting out the basis for their appeal within 72 hours of the decision being handed down.
    - (i) An Appeal Fee of **\$3,850.00** is payable at the time of submitting the letter of intention to appeal by either:
      - 1) Credit Card or Debit Card (Visa or Mastercard) by supplying the following information:
        - Name of card holder;
        - Card number;
        - Card expiry date;
        - CSV number.
      - 2) Direct Deposit payable to:
        - Account name: AKA Ltd
        - BSB: 062589
        - Account Number: 10923638

Note: Please use your KA Licence Number as the payment reference
- e) If the letter seeking Leave to Appeal is not received by the National Tribunal Registrar within this time, the right of Appeal will lapse.
- f) If the letter seeking Leave to Appeal is received but the Appeal fee is not received within this time, the Appeal will also lapse.
- g) The National Tribunal Registrar will convene an Appeal Tribunal. The Appeal Tribunal will appoint one of their members as Chair.
- h) The letter of Appeal and the notice of the decision against which the Appeal has been lodged will be forwarded to the Chair of the Appeal Tribunal to review and to decide whether there are sufficient grounds for the Appeal to proceed to a hearing of the Appeal Tribunal.
- i) If the appellant has not shown sufficient grounds for an Appeal, then Leave to Appeal will not be granted.
  - (i) The appellant will be notified in writing; and
  - (ii) The Appeal Fee will be forfeited.
- j) If the Appeal is accepted, the Appeal Tribunal will be convened to hear the Appeal at such time and place or by whatever means (including video conference or teleconference) is deemed by the Chair at their absolute discretion to be most appropriate.



- k) The Appeal Tribunal shall consist of up to three (3) Tribunal members; however, a quorum of the Tribunal shall be two (2) members.
- l) The Appeal Tribunal Procedures (NCR General Rules Chapter 13 Rules 7-11) shall then be followed for the Appeal Tribunal.
- m) The decision of the Appeal Tribunal will be final and binding upon the parties.
- n) The Appeal Tribunal make and award of costs against an unsuccessful appellant, but only in its absolute discretion and upon the application for costs by KA, provided always no costs shall be awarded against KA.

---

**11. NST Appeals Division**

- a) An application to appeal against a decision of the NST, CEO or KA Tribunal must be made within 7 days of the decision being handed down.
- b) Any NST appeal will be dealt with in accordance with the NST legislation.



---

**Disciplinary Policy – Annexure 1**

**NOTICE OF INVESTIGATION**

**TO:** <<Name>>  
<<Licence Number>>  
<<Home Club>>

Please **TAKE NOTICE** that you are required for interview as part of an Investigation to be conducted in accordance with *Karting Australia's Disciplinary Policy*.

A number of important matters that relate to the Investigation are detailed on this notice.

**INVESTIGATION**

Name of Investigator: \_\_\_\_\_

Name of Interviewee: \_\_\_\_\_

Interview:  In Person      Location of interview (if in person): \_\_\_\_\_

Telephone

Interview Recorded  Yes       No

Names of others present: \_\_\_\_\_

---

**DETAILS OF THE MATTER BEING INVESTIGATED ("Alleged Incident")**

The Alleged Incident is said to have taken place on: << Date >> at <<Time>> or      Unknown

The Alleged Incident is said to have taken place at: <<Location>>      Unknown

Brief description of the Alleged Incident:

---

**Please Note**

- You are being investigated in your capacity as an <<insert>>.
- The investigation may relate to your alleged behaviour or the alleged behaviour of another individual or individuals.
- If the investigation relates to your alleged behaviour, you may face a sanction under the Karting Australia Disciplinary Policy and/or the Karting Australia Member Protection Policy, as well as the Rules & Regulations and, if applicable, the By-Laws of Karting Australia.
- You must give an honest account of matters that are asked of you in this investigation, or you may face sanctions.
- You have the right to decline to answer questions asked of you in limited circumstances including if you believe you will incriminate yourself.
- You have the right to have a support person present with you during the Investigation Interview.
- If you are under 18 years of age, you must have a support person present.
  - A support person or advisor cannot be a support person if he or she has been admitted to practise as a lawyer or worked as a trainee lawyer.
  - A support person present for an interviewee under the age of 18 must be either a parent, legal guardian or Participant Licence holder of the interviewee or have procured the consent of either a parent, legal guardian or Participant Licence holder of the interviewee and the Investigator to act in that capacity.

## INVESTIGATION SCRIPTS

### ALLEGED OFFENDER

#### 1. Introduction

This is a recorded interview between <<Investigation Officer's name>> on behalf of Karting Australia of and <<alleged offender's name>> <<KA Licence Number>> of <<Home Club>> at <<location of interview or by phone>> on <<date of interview>> at <<commencement time of interview>>.

The interview is conducted in the presence of <<names of all other attendees, if any, including position held.>> This interview and the circumstances giving rise to the investigation are strictly confidential – you must not communicate any information relating to this interview or the circumstances giving rise to the investigation other than in accordance with the direction of Karting Australia. You may face sanction if you breach this obligation of confidentiality. Do you understand?

I will now ask everyone to state their name and the reason for your attendance in this matter for the transcript <<each person present in the interview states name and why they are in attendance. (e.g. Charles Carter – Parent of <<alleged offender's name>>, on so on.)

Do you agree that the time is <<current time>>?

Today I am investigating an incident involving <<brief description of incident>>. You have been identified as someone of interest in this investigation. I have been appointed by Karting Australia to conduct this investigation by reason of a <<written complaint/good faith belief held by the Karting Australia CEO/Chair involving an allegation of a breach of the Karting Australia By-laws, Policies, Procedures, Rules & Regulations>>. The recording of this interview will be provided to the CEO and if the matter proceeds to a tribunal, it will form part of the tribunal's evidence.

You are being investigated in your capacity as a person who is a member of Karting Australia as determined by the Karting Australia Constitution and as such you are subject to Karting Australia's Constitution, By-laws, Policies, Procedures, Rules and Regulations. You may face disciplinary proceedings and/or sanctions including but not limited to a financial sanction, suspension, disqualification, and de-registration as a result of my investigation.

You must give an honest account of matters that are asked of you as part of this investigation, or you may face sanction for failure to do so. You have the right to decline to answer questions asked of you in limited circumstances including if you believe you will incriminate yourself or you believe the answer(s) are subject to legal professional privilege. **(If you are being investigated for alleged criminal activity, this interview and my investigation report may be obtained by police via a subpoena.)** You have the right to have a support person present with you during the Investigation Interview.

*[If an issue arises.]*

If you refuse to co-operate, failure to co-operate will not prevent me from delivering my report, nor will it prevent the tribunal from making a finding. Do you understand that?



## 2. Questioning

1. **How old are you?** (*NOTE: If the individual being questioned is under the age of 18 years, a parent or guardian MUST be present during the questioning. If parent or guardian is not present, and if no written consent has been provided, the interview should not continue.*)
2. **What is your full name?**
3. **What is your occupation?**
4. **What is your address?**

It has been alleged that on <<date>> at approximately <<time>> an incident occurred between you and <<aggrieved party>> at <<location of alleged incident>> wherein <<details of incident as alleged by complainant>>. It is alleged that such incident resulted in <<aggrieved party>> suffering the following <<details>>.

5. **Do you agree that on <<date of alleged incident>> at the approximate time mentioned that there was a <<race meeting/karting activity>> at <<venue at which alleged incident took place>>?**
6. **Were you present at that venue on that date?**
7. **Were you racing at the venue on that date?**
  - a. **If NO – What were you doing there?**
8. **Where were you at the time of the alleged incident?**
9. **What did you see and hear?**
10. **Was your vision partially or wholly obscured in any way?**
11. **How far from the incident were you?**
12. **In your own words, can you please tell me about the incident and how it occurred?**
13. **Is there anything else you would like to say in relation to the incident?**

## 3. Conclusion

Thank you for your time and cooperation today. I will now prepare a written report to be provided to the Karting Australia CEO in order for him to determine whether or not to advance any disciplinary proceedings including:

- Applying discipline including any of the forms permitted by the Karting Australia Disciplinary Policy that may be imposed by the CEO; or
- Referral by the CEO to a Tribunal for a Disciplinary Hearing

Do you have any questions?

Do you agree the time is now <<current time>> on <<date>>?

I will now conclude the interview and will turn off the recorder.





## 1. Introduction

This is a recorded interview between <<Investigation Officer's name>> on behalf of Karting Australia of and <<aggrieved person/witness name>> at <<location of interview or by phone>> on <<date of interview>> at <<commencement time of interview>>.

The interview is conducted in the presence of <<names of all other attendees, if any, including position held.>> This interview and the circumstances giving rise to the investigation are strictly confidential – you must not communicate any information relating to this interview or the circumstances giving rise to the investigation other than in accordance with the direction of Karting Australia. You may face sanction if you breach this obligation of confidentiality. Do you understand?

I will now ask everyone to state their name and the reason for your attendance in this matter for the transcript <<each person present in the interview states name and why they are in attendance. (e.g. Charles Carter – Parent of <<alleged offender's name>>, on so on.)

Do you agree that the time is <<current time>>?

I refer to the complaint dated <<date of complaint>> wherein it is alleged that an incident occurred on <<date of incident>> between <<aggrieved person>> and <<alleged offender>>. I have been appointed by Karting Australia to conduct this investigation by reason of a <<written complaint/good faith belief held by the Karting Australia CEO/Chair involving an allegation of a breach of the Karting Australia By-laws, Policies, Procedures, Rules & Regulations>>. The recording of this interview will be provided to the CEO and if the matter proceeds to a tribunal, it will form part of the tribunal's evidence.

You are being interviewed in your capacity as a <<complainant/witness>> in relation to conduct which may involve a breach of Karting Australia By-laws, Policies, Procedures, Rules & Regulations. You may face disciplinary proceedings and/or sanctions including but not limited to a financial sanction, suspension, disqualification and de-registration as a result of my investigation if you fail to give an honest account of matters that are asked of you as part of this investigation. You have the right to decline to answer questions asked of you in limited circumstances including if you believe you will incriminate yourself or you believe the answer(s) are subject to legal professional privilege. **(If you are being investigated for alleged criminal activity, this interview and my investigation report may be obtained by police via a subpoena.)** You have the right to have a support person present with you during the Investigation Interview.

## 2. Questioning

1. **How old are you?** *(NOTE: If the individual being questioned is under the age of 18 years, a parent or guardian MUST be present during the questioning. If parent or guardian is not present, and if no written consent has been provided, the interview should not continue).*
2. **What is your full name?**
3. **What is your occupation?**
4. **What is your address?**

It has been alleged that on <<date>> at approximately <<time>> an incident occurred between <<name of alleged offender>> and <<you/aggrieved party>> at <<location of alleged incident>> wherein <<details of incident as alleged by complainant>>. It is alleged that such incident resulted in <<aggrieved party>> suffering the following <<details>>.



5. Do you agree that on <<date of alleged incident>> at the approximate time mentioned that there was a <<race meeting/karting activity>> at <<venue at which alleged incident took place>>?
6. Were you present at that venue on that date?
7. Were you racing at the venue on that date?
  - a. If NO – What were you doing there?
8. Was there an incident as I described?
9. Were you involved in this incident?
10. Where were you at the time of the alleged incident?
11. What did you see and hear?
12. Was your vision partially or wholly obscured in any way?
13. How far from the incident were you?
14. In your own words, can you please tell me about the incident and how it occurred?
15. Is there anything else you would like to say in relation to the incident?

### **3. Conclusion**

Thank you for your time and cooperation today. I will now prepare a written report to be provided to the Karting Australia CEO in order for him to determine whether or not to advance any disciplinary proceedings including:

- Applying discipline including any of the forms permitted by the Karting Australia Disciplinary Policy that may be imposed by the CEO; or
- Referral by the CEO to a Tribunal for a Disciplinary Hearing

Do you have any questions?

Do you agree the time is now <<current time>> on <<date>>?

I will now conclude the interview and will turn off the recorder.



## INVESTIGATION REPORT Confidential

**To:** Chief Executive Officer  
Karting Australia

**From:** <<Investigator's Name>>

**Date:** <<Date of Report>>

**Investigation:** <<Name of Person Investigated>>

**Date/s of Investigation:** <<Dates>>

**Brief Incident Description:** <<Incident Description>>

---

### SUMMARY

---

### FINDINGS

---

### RECOMMENDATION

---

### INTERVIEWS

#### Alleged Offender

<b>Name:</b>		<b>License Number:</b>	
<b>Address:</b>		<b>Home Club:</b>	
		<b>Phone:</b>	
<b>Email:</b>			
<b>Age:</b>		<b>Occupation:</b>	
<b>Driver:</b>		<b>Official:</b>	
		<b>Spectator:</b>	
		<b>Crew:</b>	
		<b>Other:</b>	

#### Aggrieved Party

<b>Name:</b>		<b>License Number:</b>	
<b>Address:</b>		<b>Home Club:</b>	
		<b>Phone:</b>	
<b>Email:</b>			
<b>Age:</b>		<b>Occupation:</b>	
<b>Driver:</b>		<b>Official:</b>	
		<b>Spectator:</b>	
		<b>Crew:</b>	
		<b>Other:</b>	



Witness 1

<b>Name:</b>					<b>License Number:</b>				
<b>Address:</b>					<b>Home Club:</b>				
					<b>Phone:</b>				
<b>Email:</b>									
<b>Age:</b>			<b>Occupation:</b>						
<b>Driver:</b>		Official:		Spectator:		Crew:		Other:	

Witness 2

<b>Name:</b>					<b>License Number:</b>				
<b>Address:</b>					<b>Home Club:</b>				
					<b>Phone:</b>				
<b>Email:</b>									
<b>Age:</b>			<b>Occupation:</b>						
<b>Driver:</b>		Official:		Spectator:		Crew:		Other:	

Witness 3

<b>Name:</b>					<b>License Number:</b>				
<b>Address:</b>					<b>Home Club:</b>				
					<b>Phone:</b>				
<b>Email:</b>									
<b>Age:</b>			<b>Occupation:</b>						
<b>Driver:</b>		Official:		Spectator:		Crew:		Other:	

Witness 4

<b>Name:</b>					<b>License Number:</b>				
<b>Address:</b>					<b>Home Club:</b>				
					<b>Phone:</b>				
<b>Email:</b>									
<b>Age:</b>			<b>Occupation:</b>						
<b>Driver:</b>		Official:		Spectator:		Crew:		Other:	

**EVIDENCE OF INCIDENT**

Video Evidence Available	Yes		No	
Medical Report Available	Yes		No	
Damage Report Available	Yes		No	
Other Evidence Available	Yes		No	
Details Of Other Evidence				



**INVESTIGATOR CHECKLIST**

Date of Interview:				
Name of Investigator:				
Signature Of Investigator:				
<b>ALLEGED OFFENDER</b>				
Name of Alleged Offender:				
Age of Alleged Offender:				
If Alleged Offender is Under 18 is a Parent/Guardian Present?				
Name of Parent/Guardian				
Address of Parent/Guardian				
Phone No. of Parent/Guardian				
Email of Parent/Guardian				
Signature of Parent/Guardian				
If No signature is provided, has Parent/Guardian consent been provided?	Yes		No	
<b>AGGRIEVED PARTY</b>				
Name of Aggrieved Party:				
<b>THE INTERVIEW</b>				
Interview:	In Person		Telephone	
Location of Interview (if in person):				
Interview recorded:	Yes		No	
Names Of Others Present:				
<b>REPRESENTATIVE/SUPPORT PERSON</b>				
Was the Interviewee Represented?	Yes		No	
Name:				
Occupation:				
Was it confirmed that the Support Person had been admitted to practise as a lawyer or worked as a trainee lawyer?	Yes		No	
Relationship to Interviewee:				
<b>GENERAL COMMENTS</b>				
Did the Subject of the Interview Co-operate fully during the Interview?				
If No – Was a reason given?				