Altona Gators - Incident Process

Who is responsible	Action/steps
	Incident occurs
Anyone	Complete Incident Report form
Club Administration	Review incident and forward to relevant Gator person/s to action
	Incidents Injuries, property, safety, theft or damage → Gator Program Coordinator to action & respond
	Incidents Code of conduct breaches → Gator Grievance Panel to action & respond
Gator Program Coordinator	Provide feedback and forward to relevant governing bodies
Gator Grievance Panel	Code of Conduct Breaches
	3 members selected from the Gator Grievance Panel members most suitable to review incident and decide next steps

Gator Grievance Panel will comprise of the following roles:

Program Coordinator, Director of Coaching, Team Manager Coordinator, ABBA representative, VBRA representative, Past Senior player, Club Delegate, Parent of past player or other co-opted persons as required