

# Cardiff City Korfball Club

# Disciplinary breach reporting form

This form should be used to report any disciplinary breaches to the committee where informal resolution has failed to produce results, or the breach is serious enough that informal resolution may not be appropriate. This form is designed to collect all relevant information in a systematic manner and is a requirement to progress to a formal investigation, even where a verbal report may have already been made.

Date of report: Click or tap to enter a date.

# Reporter information

Name: Click or tap here to enter text.

Role/position (if any): Click or tap here to enter text.

Contact information: Click or tap here to enter text.

# Details of the alleged breach

Name of the individual(s) involved: Click or tap here to enter text.

Date and time of the incident: Click or tap here to enter text.

Location of the incident: Click or tap here to enter text.

Description of the incident: (Include specific details, actions, and any witnesses)

Click or tap here to enter text.

# Supporting documentation

If there are any additional documents, photos or other evidence, please list them here and explain their relevance to the report (if applicable). Please ensure they are included when you submit this form.

Click or tap here to enter text.

# Previous incidents (if applicable)

If known, please list any relevant previous incidents involving the same individual.

Click or tap here to enter text.

# Action taken (if any) and results

Describe any additional actions taken to address the issue informally.

Click or tap here to enter text.

# Additional comments

Is there any additional information that may be relevant to the investigation?

Click or tap here to enter text.

# Declaration

By submitting this form, I hereby declare that the information provided in this report is accurate to the best of my knowledge.

When you have completed this form, please send it to [cardiffkorfball@gmail.com](mailto:cardiffkorfball@gmail.com)