



Committee Conduct Matter Record

Restricted club record

Complete this record for any formal warning, restriction, suspension or removal decision. Keep it secure and share information only with people who need it to respond, protect safety or meet an obligation.

Matter reference	
Person and role	
Date received	
Person managing matter	
Authorised decision maker	
Source of authority	

Initial checks

Immediate safety risk	☐ No ☐ Yes - action taken:
Possible child safety or criminal concern	☐ No ☐ Yes ☐ Unsure:
Conflict of interest	☐ None identified ☐ Alternative person appointed:
Within club authority	☐ Yes ☐ No ☐ Unsure:

Information considered

Concern or allegation	
Person's response	
Other relevant information	
Age understanding support needs and context	



ROCKINGHAM RAPTORS TEEBALL ASSOCIATION

Decision

Finding	☐ Not established ☐ Established ☐ Informal resolution
Reasons	
Action and authority	
Why the response is fair and proportionate	
People notified	
Review or closure date	
Decision maker name:	
Signature	
Date	

Additional notes: