

# NZCCA Incident Procedure Guidelines 2020-2021



1. An INCIDENT is any act, either physical or verbal, that causes an individual to have concerns for their or another's safety or wellbeing. This also relates to animals.
2. Any person attending an NZCCA sanctioned event (eg competitor, official, spectator organiser) can raise an issue with the event organiser.
3. It is the responsibility of the organiser to respond to such incidents within a short amount of time (one hour or less).
4. All individuals making or involved in a complaint shall provide the organiser with their full name and contact details.
5. It is the responsibility of the organiser to speak with all parties (complainant, witnesses and defendant) before making judgement on an issue.
6. All parties involved have a right to voice their side of a complaint.
7. Event organisers are responsible for determining what should be done with a valid complaint. Examples are verbal/written warning, asked to leave event, further actions deemed necessary by the organiser.
8. Organisers are responsible for actions taken at their events; however any incidents and actions taken must be fully notified to NZCCA in writing within 7 days of the incident – send to [nzccasn@gmail.com](mailto:nzccasn@gmail.com) . NZCCA may take further action if seen as necessary.

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