**Parkside Football Club Incident Reporting – once completed email this form to spursfooty@gmail.com**

#### **1. Incident Details**

* **Date of Incident:**
* **Time of Incident:**
* **Location (e.g., ground, changeroom):**
* **Type of Incident:**

( ) Injury

( ) Player Misconduct

( ) Spectator Misconduct (including members of the public)

( ) Property Damage

( ) Other: \_\_\_\_\_\_\_\_\_\_\_

#### **2. People Involved**

* **Person 1 (e.g., Player, Coach, Spectator) IF KNOWN:**
  + Name:
  + Role:
  + Team (if applicable):
  + Contact Details:
* **Person 2 (if applicable) IF KNOWN:**
  + Name:
  + Role:
  + Team (if applicable):
  + Contact Details:

**3. Description of Incident**

Provide a factual, chronological account of what happened. Include relevant actions, quotes, and outcomes. Stick to observations — no opinions or assumptions. Please write down incident in dot points.

#### **4. Injury Report (if applicable)**

* **Injured Person Name:**
* **Nature of Injury:**
* **First Aid Administered:**
* **By Whom:**
* **Ambulance Called?** ( ) Yes ( ) No
* **Hospitalised?** ( ) Yes ( ) No

#### **5. Witnesses**

List any witnesses and their contact details (email or mobile):

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **6. Action Taken**

* Immediate steps taken by club officials:

*(e.g., removed from game, warned, assisted injured party, asked to leave)*

* Reported to:

( ) Team Manager

( ) Coach

( ) Club Committee

( ) League

( ) Police

( ) Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **7. Submitted By (your details)**

* Name:
* Role/Position:
* Signature:
* Date Submitted:

### **Club Use Only**

* **Reviewing Officer:**
* **Follow-up Required:** ( ) Yes ( ) No
* **Action Taken / Outcome:**
* **Date Closed:**