

INCIDENT REPORT FORM

Incidents including trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.

This form should be completed as fully as possible (please use a continuation sheet if necessary). For an incident involving or witnessed by a player, a member of staff should complete the form on their behalf. However, any discussion between one witness and another should not precede completion of the form, at this might lead to allegations of collusion.

Date of Incident	
Day of Week	
Time	
Person reporting incident	
Address	
Position	
Person assaulted/abused	
Address	
Position	
Age	
Sex	
Details of assailant(s) if known	
Witnesses	
Address	
Age/Sex	
Other Information	
Relationship between player and assailant, if any	
Type of incident (i.e. if trespass, was the assailant causing a nuisance or disturbance and how, if assault, give details of injury suffered, treatment received, etc.)	
Location of incident (attach sketch if appropriate)	
Other details: describe incident, including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present	
Outcome: (e.g. whether police called, whether trespasser was removed from premises, whether parents contacted; what happened after the incident; any legal action)	
Possible contributor factors	
Is assailant known to have been involved in any previous incidents	YES NO

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Give date and brief details if yes	
Had any measures been taken to try and prevent an incident of this type occurring? If so, what? Could they be improved?	
If no measures had been taken beforehand, could action now be taken? If so, what?	
Name and contact details of police officer involved, and incident number of crime or reference number, as appropriate.	
Other relevant information	
Signed	
Date	

Please return as soon as possible to:

BIG CITY FOOTBALL, INC.
PO BOX 36394
GROSSE POINTE, MI 48236