**Process to lodge a formal incident/complaint:**

• A complaint must be submitted in writing to the President of Baseball Calgary using this Incident Report;

• An Incident Report may be submitted by all members of Baseball Calgary, including but not limited to, coaches, athletes, parents, spectators, volunteers, directors, officers, team managers, team captains, Board member or officials.

• It is recommended the complainant wait 24 hours after the incident to submit the written complaint;

• It is expected the all complaints or issues will remain confidential between the complainant and the President;

• The President will determine the next course of action based on the infraction/s;

• The contents of this Incident Report should remain confidential.

**Incident # \_\_\_\_\_\_\_\_\_\_\_**

Date: Report Submitted by:

Reason for Report: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Location of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Incident:

List of Witnesses (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature

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**To be completed by Baseball Calgary President and/or Board of Directors**

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incident Report Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Taken:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Further Action Needed:

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Resolution/Recommendations:

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Other Information/Comments:

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Witness Statements Received From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: (phone/email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Incident Reports will remain on file with Baseball Calgary as follows:**

• **Minor Infractions – for one year after the incident date**

• **Major Infractions – for two years after the incident date.**

**WITNESS STATEMENT**

**Incident # \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date: Statement Submitted by:

Reason for Report: \_\_\_\_\_\_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Incident: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Incident:

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Signature

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: (phone/email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_