**Saskatchewan Soccer - Incident Report - Template**

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| **OCCURRENCE LOCATION** | **DATE** | | | **TIME** |
| **OCCURRED DURING:**  **TRAINING \_\_\_ COMPETITION \_\_\_ AFTER HOURS \_\_\_ OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **NAME OF INVOLVED PERSON(S)** | **SEX** | **DOB**  **DD/MM/YYYY** | **PHONE NUMBER/S** | |
| **CLUB ADDRESS** | **CLUB NAME** | | | |
| **NAME OF PERSON REPORTING INCIDENT** | **PHONE NUMBER/S** | | | |

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| **LIST ANY VULNERABILITIES:** | | |
| **DETAILS OF DISCLOSURE IF VERBAL (ACTUAL FACTS ONLY)/OBSERVATIONS OF YOUTH:** | | |
| **SUMMARY OF OCCURRENCE:** | | |
| **Name/Address/Phone Numbers of any witnesses:** | | |
| **This complaint involves: (please circle)**  **HARASSMENT BULLYING ABUSE NEGLECT OTHER** | | |
| **Were the police or Social Services contacted? (please circle) YES NO** | | |
| **Recommendations for resolution and/or disciplinary action:** | | |
| **RECEIVED BY (DD/MM/YYYY)** | **ASSIGNED FOR FOLLOW-UP TO (DD/MM/YYYY)** | **PRESIDENT’S INITIALS** |