**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** |