



INCIDENT REPORT DOCUMENT

NAME OF CAMP/TOUR:

TEAM MANAGER'S NAME:

**TEAM MEMBER/S
INVOLVED IN INCIDENT:**

Please circle the following

MINOR INCIDENT:

YES/NO

MAJOR INCIDENT:

YES/NO

COMMUNICATION TO APPROPRIATE PERSONS COMPLETED? YES / NO

Please Provide:

DETAILS OF THE INCIDENT (WHAT HAPPENED OR WAS ALLEGED TO HAVE HAPPENED)

INITIAL ACTIONS TAKEN:



FURTHER ACTIONS TAKEN:

Have you:

- ✓ attached any witness statements?
- ✓ taken photos / video?
- ✓ discussed and agreed with Team Management appropriate action steps?
- ✓ contacted appropriate club personnel?

Signed by:

Signed by:

Team Manager

Team Member(s) involved

Date:

Date: