



# Appleton Lacrosse Club Incident Report



It is important to have written incident reports on file regarding injuries, property damage and other incidents that may result in a claim against the Appleton Lacrosse Club. Written reports prepared immediately after an incident are invaluable in remaining proactive and protecting the safety of the club and its players and staff. Please forward a copy of this form to the club president and secretary for records keeping within 72 hours following the incident. Please attach additional documents and records if necessary. An incident report form may be completed by any member of the club that wishes to voice a concern regarding another's behavior, action or specific incident.

**DATE AND TIME OF REPORT:** \_\_\_\_\_

**DATE AND TIME OF INCIDENT:** \_\_\_\_\_

**NAME OF PERSON(S) INVOLVED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DESCRIPTION OF INCIDENT/COMPLAINT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DESCRIPTION OF EVENTS LEADING UP TO EVENT:**

\_\_\_\_\_

\_\_\_\_\_

**LOCATION OF INCIDENT:** \_\_\_\_\_

\_\_\_\_\_

**WITNESSES:**

Name	Phone	Player/Parent	Follow-up (internal)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**REPORTING INDIVIDUALS NAME AND CONTACT INFORMATION:**

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

\_\_\_\_\_

\_\_\_\_\_

Please print and fill out or submit the same information by e-mail to club president:

[president@appletonlacrosse.com](mailto:president@appletonlacrosse.com) and cc [secretary@appletonlacrosse.com](mailto:secretary@appletonlacrosse.com) for recording purposes.

\_\_\_\_\_

### DO NOT FILL OUT INFORMATION BELOW – FOR INTERNAL USE

**FOLLOW UP / ACTIONS TAKEN :** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REVIEWED BY (PRINT NAME):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_