**TEMPLATE 12 - INCIDENT/ACCIDENT REPORTING FORM**

***This form should be used to record any incidents or accidents that occur at your club***

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| **Your Name:** | | **Young Person’s Name:** |
| **Your Role:** | | **Team:** |
| **Your Contact Number:**  **Address:** | | |
| **Details of Incident (**include description of any injuries**)**  **Date/Time of Incident:** | | |
| **Have the parents/carers been notified?**  **If yes, what has been agreed?** | **Parent/Carer Name:** | |
| **Has the incident been fully dealt with? How?** | | |
| **Is any further action needed? Yes/No** | | |

***This form should be kept for a minimum of 3 years, unless the individual involved leaves the club***