

Club Logo

Anyclub Tennis Club

Incident Report Form

(Please complete this report as fully as possible at the time of the incident and forward to the club's Honorary Secretary immediately)

Details of Persons Involved (attach additional sheet if necessary)

Name	Parent/Guardian (if applicable)	Contacted
_____	_____	Yes/No
_____	_____	Yes/No
_____	_____	Yes/No
_____	_____	Yes/No
_____	_____	Yes/No

Date of incident _____ Time of incident _____

Address at which incident occurred. _____

Do you own the premises? Yes _____ No _____

Please provide full details of the incident (attach additional sheets if necessary)

Was the incident witnessed Yes _____ No _____

If Yes please advise name(s) and addresses/contact details of witness(es):

When was the incident reported by those involved and to whom?

Was a Coach/Sports Leader present? Yes/No

If Yes in what capacity _____

Name of Coach/Sports Leader _____ Phone No. _____

If the incident involved an injury to any party please complete an Accident Report Form for each injured party.

Has the incident been reported to the Designated Person? Yes/No

Declaration: I hereby declare that the statements on this form and the information provided are true and complete to the best of my knowledge and belief.

Signed _____ Date _____

Print Name _____