

# Incident/Accident Reporting Form



November 2016



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

<b>Your Name:</b>	<b>Young person's name:</b>
<b>Your Role:</b>	<b>Team:</b>
<b>Your contact number:</b> <b>Address:</b>	
<b>Details of incident:</b> <i>include description of any injuries</i>	
<b>Date/time of incident:</b>	
<b>Have the parents/carers been notified?</b>  <b>If yes, what has been agreed?</b>	<b>Parent/Carer Name:</b>
<b>Has the incident been fully dealt with? How?</b>	
<b>Is any further action needed? Yes/No</b>	

*Return this to the Welfare Officer ([welfare@wilmslowhockey.org.uk](mailto:welfare@wilmslowhockey.org.uk)) as soon as possible after the incident.  
This form should be kept for a minimum of 3 years, unless the individual involved leaves the club.*

