|  |  |  |  |
| --- | --- | --- | --- |
| **Ayrshire Tigers Incident Report Form: July 2020** | | | |
| Complete this form in accordance with all Ayrshire Tigers PFC related activity, including players, club officials, and volunteers. Complete ALL sections in CAPITAL letters and in black ink. SEND A COPY OF THE COMPLETED FORM WITHIN 10 WORKING DAYS TO THE CLUB, AND RETAIN A COPY FOR YOUR RECORDS | | | Office use only  Ref: |
| VENUE: | | | |
| **A – INCIDENT: PERSONS DETAILS** | | | |
| Full Name: ……………………………………  Home Address: …………………………………….  Postcode: …………………………………………….  Date of Birth: ………………………………………..  Age: ……………. M …… F…….  Tel: …………………………  Signature of person completing the form: …………………………………….. | | | |
| **B – INCIDENT DETAILS:** | | | |
| Incident Location: …………………………. Incident Date: ……………Time…………………  Address: …………………………………… Reported to: ......................................................  Postcode: ………………………………….. Designation: ………………………………………  Date Reported: ……………………………. Telephone: ………………………………………..  Witnesses: ………………………………………………………………………………………….. | | | |
| What Happened:  *Include details of what happened including the lead up to the incident.* |  | | |
| Actions taken to prevent recurrence |  | | |
| Are you satisfied that the incident happened in the course of Ayrshire Tigers PFC related activity: Yes: ………… No: ………… | | | |
| **C – Ayrshire Tigers PFC Official: Signature** | | | |
| Signature: ………………………………….  Print Name: ………………………………..  Date: ………………………………………. | | Countersignature: ………………………………..  Print Name: ……………………………………….  Date: ……………………………………………. | |
| **IMPORTANT: Return to Ayrshire Tigers PFC within 10 working days** | | | |
| **DATA PROTECTION INFORMATION:** This form will be used to investigate your incident and may be shared with individuals or organisations pertaining to the incident. You are intitled to have a copy of this form. | | | |