



# Incident Report Form

# Respect



On the occasion where you observe, or are involved in an incident, we will investigate and respond appropriately.

This form is to be used by club officials, spectators and participants, for reportable incidents which cannot be resolved by the club(s). Please complete and return this form within three working days of the incident. Referees should continue to report via The Whole Game System.

Please return the completed form to the Club Welfare Officer [safeguardingbufc@gmail.com](mailto:safeguardingbufc@gmail.com)

<b>Match Details</b>	
Fixture <i>Please include the name of both clubs and the specific team names e.g. Reds, Kites, Hawks, etc)</i>	Age Group:
Date	Venue
League	Referee

<b>Reporter Details</b>	
Name	FAN
Role with club	Role at match
Phone	Email
Did you witness the incident? Yes No	Date of report

<b>Individual being reported</b>	
Name (if known)	Role
Physical Description	

<b>Nature of incident (Please select all that apply)</b>		
Threatening or aggressive physical behaviour	Discrimination (language or behaviour)	Aggressive play/coaching
Threatening or offensive Language	Refereeing (e.g. referee performance)	Poor spectator behaviour (including breach of Respect campaign)
Others (please specify):		

<b>Police Involvement</b>	
Yes	<input type="checkbox"/> Crime Reference Number <input type="checkbox"/> Investigating Officer <input type="checkbox"/> Contact Number
No	
Not Sure	

## Summary of incident

Please provide your statement in a chronological order and confirm the time(s), date(s), location(s) and your distance from any incident(s) that you may have witnessed. For each incident please confirm if your view was unobstructed, or impaired. Please provide a detailed physical description of the offender(s) (including, approx. age, height, build, hair / skin colour and any distinguishing features). Please record any offensive language that you heard directly in speech marks (" "). 2500 characters max

## Participant/Witness Contact Details

For individuals under the age of 18, please provide parent/guardian contact details

Name	FAN (if known)
Role with club	Role at match
Phone	Email
Are they aware of your report? Yes No	Can we contact them? Yes No

## Safeguarding Matters:

For assistance on safeguarding matters please call the club welfare officer. For urgent child protection matters within football please email [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com) or contact the NSPCC helpline on 0808 800 5000, or dial 999 for police assistance.

If you require advice or guidance on a potential safeguarding issue, please contact our Safeguarding at Sussex FA on 01903 768578 or [safeguarding@sussexfa.com](mailto:safeguarding@sussexfa.com).

## Please note:

In order to take action on a complaint - for example through raising a formal misconduct charge against an individual or mandating education activities - we are required to provide the individual or club with all evidence relating to the charge. All contact details will be redacted, however your name and statement will be shared.

Please tick to confirm you are happy for this complaint form to be shared if required: Y  N

<input type="checkbox"/>	<input type="checkbox"/>
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