



VAUGHAN SOCCER CLUB INC.

INCIDENT/CONCERN REPORT

All coaches/Managers are required to complete this report in full. Copy to your immediate Club administrator
Please note: Accidents are documented on Accident Reports only
Ensure emergencies/major incidents are reported to weekend Vaughan Club Office and police (if appropriate)

PLEASE PRINT CLEARLY:
SECTION A: INFORMATION

Facility or field: _____
Address: _____

Please specify the location of Incident: _____
Date: _____ Time: _____ a.m. /p.m.
Staff Reporting: Name: _____
Phone / Ext: _____

Person Involved
1) Name: _____ 2. Witness (if applicable) Name: _____
Phone/Ext.: _____ Phone/Ext: _____
Age: _____ M _____ F _____ Age: _____ M _____ F _____

SECTION B: INCIDENT REPORT

Type of incident being reported
• If the situation involves an injury, please also complete an ACCIDENT REPORT
Theft _____ lost child _____
Vandalism _____ fight _____ other _____

Please provide details information on this incident: _____

What assistance was provided/action taken by coaching staff: _____

SECTION C: YORK REGIONAL POLICE

Please complete this section if the police were notified of an incident at the facility
Police Officer Badge #: _____
Report #: _____
• Please attach a constable's business card and occurrence #

SECTION D: Follow-Up

Please copy this form to your immediate club – Vaughan Soccer Club
This report is for INTERNAL USE ONLY. Please do not copy to the public
Name of your Coach: _____
Reported to: _____ Date: _____
Reported by: _____ Position: _____
Signature of person reporting: _____