



**MYTCHETT ATHLETIC F.C.**

Surrey Heath Sports Club of the Year 2010

Established 1971

Affiliated to Surrey Youth FA  
Members of the North East Hants Youth League, East Berks Youth League  
Surrey Primary League and Farnham & District Sunday League

[www.mytchettathletic.com](http://www.mytchettathletic.com)

Colours: Yellow and Black

## Incident / Accident Report Form

### General Manager's Report

This form remains the property of Mytchett Athletic Football Club. It is classified as an 'internal' document and is not suitable for external use. It should be completed by a General Manager with responsibility for the age group connected with the event.

Following confirmation of an incident, accident or near miss the General Manager should attach this form to the Incident/Accident Form which should have already been completed.

It is the General Manager's responsibility in the first instance to ensure that all parties affected directly or indirectly by any adverse incident or accident have been contacted and can give assurance of this to the Exec Committee.

This document should provide the basis of any preliminary investigation and is for internal discussion within the Executive Committee of Mytchett Athletic FC. It should also be considered as evidence as to a General Manager's actions or response on receipt of an Incident/Accident Form.

**This form is to be completed by the General Manager.**

**Please send the completed form to the Club Welfare Officer : [cwo@mytchettathletic.com](mailto:cwo@mytchettathletic.com)**

*Please write clearly using blue or black ink. Shaded boxes are mandatory.*

Details of when and where the event took place	
Was this event reported as (please tick one) <input type="checkbox"/> Accident <input type="checkbox"/> Incident <input type="checkbox"/> Near Miss	Date and Time of Event DD/MM/YY HH:MM
Location	
<input type="checkbox"/> Please tick if you agree this event was reported correctly. If not, please state why.	
Follow-up actions by the General Manager	
Have you spoken to those affected, and if so who did you speak to?	
What has been the outcome and response to your follow-up?	
Who else (if anyone) has been involved?	

**Observations and recommendations**

Were there (if any) failures due to equipment? If so, please describe.

What (if any) have been the agreed actions?

Please state any other observations or concerns you have regarding this event and subsequent actions.

**Further investigation**

Do you recommend further investigation by any of the following? (tick all that apply)

Team Manager     
  Exec Committee     
  County FA  
 Other (Please state)

**Declaration**

GM Name :		CWO Name :	
Signed :		Signed :	
Date:		Date:	