



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
Colours: Yellow and Black

Incident / Accident Report Form

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 Team Official (Team Manager, Coach, Assistant or First Aider) who attended the event.

The club confirm that the information contained will be held within the club and its contents are deemed confidential, and NOT for general viewing. At all times the club will treat the information presented in the report with the strictest confidence.

The club requests that following an incident or accident this form is completed at the earliest opportunity, detailing what occurred and providing the full names of all parties involved or affected.

The club realise there is an expectation upon Team Officials to maintain and uphold the best possible practice, and where possible cultivate a culture which maximizes the opportunities to learn and maintain the highest standards. It is not the aim of this form to add unnecessary burden to any Team Official, nor does it seek to apportion blame.

All boxes marked as mandatory must be completed. Please supply as much information as possible, and use additional sheets if required.

What is a Recordable Accident?

Where any Team Official or player(s) and or any other individual associated with the club such as supporter or parent suffers an injury which inhibits them from returning to normal full activity and or where they require further assessment whilst engaged or participating in an organised event held by the club.

What is a Recordable Incident?

When there has been a negative encounter or experience with any aspect to the game of football which has potential effect on an individual, player or team of Mytchett Athletic FC. It may wish to highlight negative or unsatisfactory behaviour, potential or actual areas of conflict or where there has been an unacceptable/unfair outcome.

What is a Near Miss?

Where an unforeseen incident or event occurs which has resulted in no actual harm, physical damage or damage to the club's reputation, but that same incident had potential to cause one or more of the effects as stated.

This form is to be completed by a Team Official. In the event of an accident this form should be completed by the Official First Aider who assessed the treatment required.

Please send the completed form to the Club Welfare Officer, cwo@mytchettathletic.com

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

Details of when and where the event took place					
Reason For This Report (please tick one)				Date and Time of Event	
<input type="checkbox"/> Accident	<input type="checkbox"/> Incident	<input type="checkbox"/> Near Miss		DD/MM/YY HH:MM	
Location					
Activity or Match Details (e.g. Training Session, Match Opponents)					
Details of Injured Person (if more than one please use a continuation sheet)					
Name					
Date of Birth	DD	MM	YY	Age	
Address					
Parent / Guardian					
Telephone Nos					
Email					

Details of what happened and actions taken

Please give a brief summary of what happened.

What action was taken, at what time and by whom?

What (if any) equipment was used? (e.g. First Aid)

What happened following treatment? (if treatment given)

What was the outcome? (please tick one)

Returned to playing
 Home with advice
 A&E (own transport)
 A&E (ambulance)

Was there any follow-up with the following? (tick all that apply)

Medical Staff
 Parents
 Club
 Opposition
 Police
 Media
 Other (Please state)

Declaration

Team Name :		Age Group :	
Name :		Position :	
Signed :		Date :	