**VOLLEYBALL BC INCIDENT/INJURY REPORT FORM**

# STAFF INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Reportee Name: |  | Date of Incident: |  |
| Reportee Position: |  | Location of Incident: |  |

# INCIDENT/INJURY/SUSPECT INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Birth Date:  (YYYY/MM/DD) |  |
| Phone Number: |  | Time of Incident: |  |
| Address: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| INJURY | MEDICAL EMERGENCY | UNRULY PERSON | PHYSICAL ASSAULT |
| FIRST AID ADMINISTERED | POWER OUTAGE | MISSING PERSON | THEFT |
| NATURAL DISASTER | OTHER: | | |

# INCIDENT SUMMARY

|  |
| --- |
| Please provide a comprehensive summary of what occurred:  *If there was an injury, medical emergency, or first aid was administered, please describe the injury and/or what first aid was administered. If there was a suspect but you do not have their information, please provide a description (height, weight, build, ethnicity, hair colour, etc.) if possible.* |
|  |

# INCIDENT SUMMARY Continued

|  |
| --- |
| Please provide a comprehensive summary of what occurred (additional space): |
|  |

**Please fill in an “X” if any emergency services were called:**

|  |  |  |  |
| --- | --- | --- | --- |
| **POLICE** | **FIRE** | **AMBULANCE** | **No Emergency Services Called** |

# WITNESS INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Witness Name: |  | Witness Phone Number: |  |
| Witness Address: |  | Witness Email: |  |

# ADMIN FOLLOW-UP

|  |  |  |  |
| --- | --- | --- | --- |
| Injured Party/Victim Contacted: | Yes  No | Date Contacted:  (YYYY-MM-DD) |  |
| Witness Contacted: | Yes  No | Date Contacted:  (YYYY-MM-DD) |  |

Copy of report forwarded to:

|  |  |  |
| --- | --- | --- |
| Director of Operations | Chief Executive Officer | N/A |

|  |
| --- |
| Additional Follow-Up/Information (if needed): |
|  |