# Northamptonshire Football Association- Incident Reporting Form

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| **Match Details** |
| Fixture: |  | Age Group: |  |
| Venue: |  | Date: |  |
| League: |  | Referee: |  |

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| **Reporter Details** (Enter parent details if submitting report on behalf of a child) |
| Name: |  | Role at match: |  |
| Phone: |  | Role at club: |  |
| Email: |  | Date of Report: |  |
| Did you witness the incident? |  |

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| **Individual(s) Being Reported** |
| Name if known: |  | Role at match: |  |
| Physical description: |  |
| Other Info: |  |

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| **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 quotes or offensive language that you heard directly in speech marks (“ “) ‘using the actual words you heard’.* |
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| **Signature / Consent:** |
| Please note: In order to act 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. If you are happy for this form to be shared if required, please write “YES” in the box to the right: |  |
| This statement is true to the best of my knowledge, information and belief. I understand that it may be tendered in evidence and used at any subsequent disciplinary proceedings. I understand I may be called to give evidence at a personal hearing based on the statement I give.  |  |
| Please sign and date in these boxes below: |
| ***SIGNED:*** |  | ***DATE***  |