

Crowborough & District Junior Football League – Incident Reporting Form

Please note that discipline matters are **investigated and sanctioned** by the relevant County FA. Please use the links below to report any relevant concerns to the FA.

Please use the links below for FA advice on reporting any safeguarding concerns

<https://www.thefa.com/football-rules-governance/safeguarding/reporting-concerns>

<https://www.thefa.com/football-rules-governance/safeguarding/section-2-reporting-concerns>

Please use the links below to report concerns to your County FA, including discipline matters.

<https://www.kentfa.com/report-it>

<https://www.surreyfa.com/report-it>

<https://www.sussexfa.com/report-it>

This report should be used to report relevant incidents to the league. Please email the following addresses **within 7 days of the incident**. Reports received after 7 days are unlikely to be considered. **Please see the attached guidance** on completing this form (located at the bottom). A Club Secretary or CWO must have been consulted prior to sending.

[welfare@cdjfl.uk](mailto:welfare@cdjfl.uk) – League Welfare Officers, Dan Short, Andy Coker and Lara Walford (support)

[cdjfl.affiliations@gmail.com](mailto:cdjfl.affiliations@gmail.com) – Rules Secretary (and Affiliation Officer), Victoria Fletcher

[crowboroughreferees@outlook.com](mailto:crowboroughreferees@outlook.com) – Referees Secretary, Matt Miller (if this relates to a referee). *Please note that referees should still be rated on the FA Full Time system. **This report is not used to comment on a referees' performance.***

|                          |                    |                            |                     |     |
|--------------------------|--------------------|----------------------------|---------------------|-----|
| Submitting Club:         |                    |                            | Date of Incident:   |     |
| Match Fixture:           |                    | V                          |                     |     |
| Squad Sheets Checked?    | One team/both/none | Respect Barriers in Place? | Y/N                 |     |
| Name of Referee:         |                    |                            | Registered Referee? | Y/N |
| Referee Contact Details: | Tel:               | Email:                     |                     |     |

|                            |                     |     |                       |     |              |     |
|----------------------------|---------------------|-----|-----------------------|-----|--------------|-----|
| <b>Nature of Incident:</b> | <b>Verbal Abuse</b> | Y/N | <b>Physical Abuse</b> | Y/N | <b>Other</b> | Y/N |
|----------------------------|---------------------|-----|-----------------------|-----|--------------|-----|

|   |     |
|---|-----|
| <b>To be reported via the Whole Game System by the referee?</b> | Y/N |
|---|-----|

|  |     |                      |  |
|--|-----|----------------------|--|
| <b>Reported to the FA/County FA by club?</b> | Y/N | <b>Date reported</b> |  |
|--|-----|----------------------|--|

|   |     |
|---|-----|
| <b>Has the other clubs Secretary or CWO been contacted?</b> | Y/N |
|---|-----|

|  |              |
|--|--------------|
| <b>Person Contacted at the Other Club:</b> | <b>Name:</b> |
|--|--------------|

|  |
|--|
| <b>What was the outcome of this contact?</b> |
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|  |
|--|
| Details of <b>two</b> club officials preparing and submitting this report: |
|--|

|                                     |              |                       |
|-------------------------------------|--------------|-----------------------|
| <b>Club Coach (or another role)</b> | <b>Name:</b> | <b>Mobile number:</b> |
|                                     |              | <b>Email address:</b> |

|  |              |                       |
|--|--------------|-----------------------|
| <b>Club Secretary or Welfare Officer</b> | <b>Name:</b> | <b>Mobile number:</b> |
|  |              | <b>Email address:</b> |

All reports submitted to the League will be reviewed by League Officials who will decide on actions, if any, to be taken. This may include seeking further information from the clubs involved and/or the match referee.

## **Guidance**

- Please ensure all coaches are aware that this is the process for reporting significant matchday incidents. The league welfare officers **will not act** on comments made via the FA Full Time System (although comments may be read and may be used retrospectively and/or when determining any appropriate actions).
- Please note that this form should not be used to report on referee performances. This should be done on the FA Full Time System.
- This form **should not be used to report urgent or pressing welfare concerns**. These **MUST** be reported to the appropriate authority (County FA/Police/Children's services etc.) to allow relevant safeguarding actions to take place.
- Match based incidents should be reported by a qualified referee via the Whole Game System so the County FA can review and take any necessary action. If a non-qualified referee is used, and a significant incident occurs, email the Referee Secretary with the details, including the FAN number of the stand-in referee. Please encourage your coaches to obtain the details of the non-qualified referee used. If a referee did take disciplinary action on the day, but the matter transpires to be more serious than initially realised, report this to the County FA for their consideration.
- This form should be used to report significant incidents by club coaches/parents/spectators/players, **outside of a match related incident** reported by a referee. If a coach is aware that a referee will report an incident via the Whole Game System, please advise the League so we can monitor the outcome.
- Significant matters can be reported directly to the County FA by clubs. If so, please make the league aware so we can monitor the outcome.
- The County FA's and the CDJFL encourage club to club communication and resolution, whenever possible. Please contact the other club's secretary or CWO to discuss in the first instance, raising the matter to the league as required. Upon review of the incident the league may contact the County FA for guidance or notify them to investigate.
- If the matter is sufficiently serious for County FA investigation, then any league decision may be taken after this investigation. However, as per the new policy, the relevant coach and club Secretary may be asked to attend a league meeting in relation to an incident(s) (irrespective if it's being investigated by the FA). Failure to attend that meeting may result in a charge (under rule 6H) and subsequent action being taken (under rule 6D). If the league deems that a team or clubs' behaviour is unacceptable, and that the team or club is failing to sufficiently redress the behaviour, the league may recommend to member clubs that the team or club is removed from the league (under rule 12(B)). Any team or club removed from the league would require an SGM and a majority decision of member clubs.
- A *Gravity Matrix* and *Decision Tree Flowchart* will be consulted when deciding on any outcome. However, the league will look at each incident on a case-by-case basis and the decision may vary from the Gravity Matrix and/or Decision Tree Flowchart.

### Examples:

A serious incident occurs that requires immediate safeguarding action (such as an adult hitting a child) – inform the appropriate authority asap (i.e. Police, Childrens Services). Inform the relevant CWO as soon as possible *afterwards* (after informing the appropriate authority). This allows the CWO to take any necessary follow up actions.

A match related incident occurs (which you believe requires further reporting). Confirm with the referee that they will be reporting the incident via the WGS (or through the Referee Secretary if the Ref is not qualified). Inform the League via this form, confirming that a WGS report will be made by the referee.

An incident occurs which is outside of a match related incident (which requires reporting). Report the incident via this form.

A match related incident occurs but the referee will not be reporting (but you believe it should be reported). Report the incident via this form.

A report is being made directly to the County FA. Please inform us of the details (via this form) so we can monitor the outcome and consider any league action.

**If an incident occurs, which can be dealt with through club-to-club communication, to the satisfaction of both clubs, then this form is not required.**

**If a report has been sent through, without going via the CWO or Club Secretary then it will be returned for this to happen. It's important that the club CWO or Secretary triage any matters.**

**Provide a summary of what happened:**

**What efforts were made to resolve the issue on the day and what was the outcome of those efforts?**