

# Incident Report Form



Rotherfield FC are committed to supporting your journey in football and to safeguard our existing teams.

On the occasion where you observe, or are involved in an incident, we will investigate and respond appropriately. This form is to be used by club officials, spectators and participants, for reportable incidents which cannot be resolved by the club(s). Please complete and return this form within three working days of the incident. Referees should continue to report via The Whole Game System. This form should not be circulated to leagues, clubs or individuals. Please return the completed form to our Child Welfare Team: Aneka Ridley-Smith (Junior Football Club) [welfare.rjfc@gmail.com](mailto:welfare.rjfc@gmail.com) or Phil Teague (Senior Football Club) [phill\\_teague@hotmail.co.uk](mailto:phill_teague@hotmail.co.uk)

<b>Reporter Details</b>	
Name	FAN
Role with club	Role at match
Phone	Email
Did you witness the incident? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of report

<b>Event Details</b>	
Training <input type="checkbox"/> Fixture <input type="checkbox"/> <i>Please include the name of both clubs and the specific team names e.g. rebels, rockets</i>	Age Group:
Date	Venue
Competition (eg league/cup/friendly)	Referee <span style="float: right;">N/A</span>

<b>Individual being reported</b>	
Name (if known)	Role
Physical Description	

<b>Nature of incident (Please select all that apply)</b>			
Threatening or aggressive physical behaviour	<input type="checkbox"/>	Discrimination (language or behaviour)	<input type="checkbox"/>
Threatening or offensive Language	<input type="checkbox"/>	Refereeing (e.g. referee performance)	<input type="checkbox"/>
Others (please specify): Eg: physical injury	<input type="checkbox"/>	Aggressive play/coaching	<input type="checkbox"/>
		Poor spectator behaviour (including breach of Respect campaign)	<input type="checkbox"/>

<b>Police Involvement</b>	
Yes <input type="checkbox"/>	Crime Reference Number: _____
No <input type="checkbox"/>	Investigating Officer: _____
Not Sure <input type="checkbox"/>	Contact Number: _____

**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 offensive language that you heard directly in speech marks (“ ”). 2500 characters max*

**Participant/Witness Contact Details**

*For individuals under the age of 18, please provide parent/guardian contact details*

Name	FAN (if known)
Role with club	Role at match
Phone	Email
Are they aware of your report? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we contact them? Yes <input type="checkbox"/> No <input type="checkbox"/>

**Safeguarding Matters:**

For assistance on urgent child protection matters within football please email [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com) or contact the NSPCC helpline on 0800 800 5000, or dial 999 for police assistance.

If you require advice or guidance on a potential safeguarding issue, please contact our Child Welfare Team: Anneka Ridley-Smith (Junior Club Child Welfare Officer [welfare.rjfc@gmail.com](mailto:welfare.rjfc@gmail.com)) Phil Teague (Adult Club Child Welfare Officer [phill\\_teague@hotmail.co.uk](mailto:phill_teague@hotmail.co.uk))

**Please note:**

In order to take action 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.

Please tick to confirm you are happy for this complaint form to be shared if required:

Signed:

Date: