

Incident report form

Berks & Bucks FA 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 Football Services Manager, Alastair Kay at Alastair.Kay@Berks-BucksFA.com

Match Details	
Fixture <i>Please include the name of both clubs and the specific team names e.g. Reds, Kites, Hawks, etc)</i>	Age Group:
Date	Venue
League	Referee

Reporter Details	
Name	FAN
Role with club	Role at match
Phone	Email
Did you witness the incident? Yes No	Date of report

Individual being reported	
Name (if known)	Role
Physical Description	

Nature of incident (Please select all that apply)		
Threatening or aggressive physical behaviour	Discrimination (language or behaviour)	Aggressive play/coaching (including Respect complaints)
Threatening or offensive Language	Refereeing (e.g. referee performance)	Poor spectator behaviour (including breach of Respect campaign)
Others (please specify): _____		

Police Involvement	
Yes <input checked="" 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 No	Can we contact them? Yes No

Safeguarding Matters:

For assistance on urgent child protection matters within football please email Safeguarding@TheFA.com or contact the NSPCC helpline on 0808 800 5000, or dial 999 for police assistance.

If you require advice or guidance on a potential safeguarding issue, please contact our Safeguarding Manager Beryl Richardson on 01235 544 894.

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: _____
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