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Providing a statement for a football Discipline investigation can be quite daunting. We want to provide help and guidance to put you at ease so you can provide the best evidence for the investigation.

We investigate all referrals or reports about potential breaches of the regulations. To investigate, we need statements from all parties involved and any potential witnesses.

Find out more about the discipline procedures, regulations, hearing, and appeal processes here: [**https://www.hampshirefa.com/about/rules-and-regulations/discipline**](https://www.hampshirefa.com/about/rules-and-regulations/discipline)

Reading the guidance will help you understand the process of the Discipline investigation.

You can provide your observations by completing the form below. Contact the discipline team if you need to submit your statement in an alternative format.

Help us get the best evidence by providing the following information (if applicable):

**Statement information needed.**

* Your full name and FAN (if you have one)
* Time, day/ date
* Location
* Who you are- What club are you linked to?
* A chronological account of what has happened. Include any actions by all persons involved, including yourself if applicable.
* Include distance away from the incident, any obstructions?
* How long did the incident last?
* Names of persons involved and how you know that person (Relationship to person).
* Details of any other witnesses.
* Full description of people involved- age (approx. age if not known), ethnicity, height, hair style and colour, build, any distinguishing marks or features, what they were wearing (include numbers or names on shirts if necessary).
* Include exact speech- What did you hear, did you say anything, did anybody else say anything?
* How did the incident make you feel? Eg. scared, angry, upset, shocked.
* Did anybody receive any injuries? If so who and what were they?
* After the incident, did you report it to anybody and if so who and when? Eg- reported to Club Welfare Officer/ league/ Police etc.

Please be honest and provide as much detail as possible about what happened. Do not make something up, it is better to state that you cannot recall what happened.

If you are under 18, a parent/carer or guardian must countersign your statement. If you are countersigning this statement, ensure that you've read the statement and agree with the account given.

If you are a Club Welfare Officer taking a statement on behalf of somebody, write the statement as a first-person account (write the account as if the person providing the statement is writing their own account). An appropriate adult must be present when taking statement from under 18s. The appropriate adult and the Club Welfare Officer need to read and countersign the statement.

**For further support, please contact your Club Welfare Officer or** **Discipline@hampshirefa.com** **who will be able to help.**

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**Hampshire FA Witness Statement Form**

Please complete this form in its entirety. Provide all the relevant details relating to the incident(s) that you have been witness to. A member of the investigation team might contact you to clarify your statement.

**NOTE**: Future disciplinary proceedings may use the content of this form. Any participant charged in relation to the incident(s) may access this statement. If there is any information that you do not want to be disclosed, do not include it on this form. Please note that we will not be able to use it as evidence in any proceedings.

**Name:**

**FAN (Football Association Number- If applicable)**

**Role:** (please select as appropriate)

[x]  **Referee** [ ]  **Assistant** **Referee** [ ]  **Spectator** [ ]  **Player** [ ]  **Club Official**

**Match: vs**

**Club Witness Is Associated With:**

**Home** [ ]  **Away** [ ]  **Independent** [ ]

**Date**: **Venue**:

**When completing the form please consider the following:**

* Include only what you witnessed not what you think happened and/or heard from others
* Describe people involved including skin/hair colour, build, features and provide names where possible
* Provide shirt number(s) where possible
* If bad language is reported please quote exactly what was said
* Provide names of other witnesses (assistant referee, other parents, team officials etc.)

Please describe exactly what happened in chronological (time) order. This must only include what you saw or heard. Please record any Offensive language that you heard in speech marks (“”).

**\*Please use a separate page if necessary or add a blank page if completing form online. This also applies when completing the below boxes\***

Please give a full description to help identify all individuals involved, including name if know. (e.g., shirt number of player/s, approx. age, height, hair/ethnicity and any distinguishing features)

Where did the incident happen?

Did you report this to anyone? (Please state who you reported this to and when):

Were there any other witnesses to the incident(s)that you are aware of (please list names and roles where known.

Please sign below

***This statement is true to the best of my knowledge, information, and belief. I understand that it may be given in evidence and used at any subsequent disciplinary proceedings. (*Discipline guidance and procedures, information can be found via** [**https://www.hampshirefa.com/about/rules-and-regulations/discipline**](https://www.hampshirefa.com/about/rules-and-regulations/discipline)

I would be willing to attend a disciplinary hearing if required[[1]](#footnote-1): Yes[ ]  No [ ]

**Signature: Date:**

**Parent/Guardian Signature (If U18) Date:**

**Name of person taking statement (Welfare Officer etc):**

1. Please contact the Discipline team if you have any accessibility requirements that you would like us to be aware of when scheduling the disciplinary hearing. [↑](#footnote-ref-1)