**Official Report Form**

Please complete this form in as much detail possible, all fields must be completed.

Once completed please return to [contactus@hertfordshirefa.com](mailto:contactus@hertfordshirefa.com).

|  |  |
| --- | --- |
| Your Details | |
| Name: |  |
| Date of Birth: |  |
| FA Number: |  |
| Role: |  |
| Club: |  |

|  |  |
| --- | --- |
| Details of the Individual Being Reported (if known) | |
| Name: |  |
| Date of Birth: |  |
| FA Number: |  |
| Role: |  |
| Club: |  |

|  |  |
| --- | --- |
| Details of the Incident Being Reported | |
| Date and Time: |  |
| Location: |  |
|  |  |

|  |
| --- |
| What happened? |
| *Please provide as much factual information as possible.* |

|  |
| --- |
| What is your concern? |
| *Please describe the impact of this incident.* |

|  |
| --- |
| Any Other Witnesses? |
| *Please provide details of others who can assist in our investigation of this incident.* |

|  |  |
| --- | --- |
| Signed: |  |
| Date |  |

*Please be aware that these forms are sent to the opposing club as they are witness statements on which we will base any charge, so do not add any details you want to keep private*

*By sending us this report you confirm that you’re prepared to attend a disciplinary commission in support of your report and the charge, should the alleged offender(s) request personal hearing(s)*