



# Recreation Programs

## Club Sport Incident Report Form

In the event that an incident occurs during your club sport time, please complete this form and return it to the Office of Campus Life within 24 hours, so we are aware of the circumstances. Do not speak to any media person, but rather refer them to the Office of Campus Life. If campus security is contacted for assistance, please contact the OCL person on your emergency action plan immediately.

Name person/people involved:	Phone numbers: (if known)	Choose one:		
_____	_____	Student	Faculty/Staff	Visitor
_____	_____	Student	Faculty/Staff	Visitor
_____	_____	Student	Faculty/Staff	Visitor
_____	_____	Student	Faculty/Staff	Visitor

Person completing report: \_\_\_\_\_

Phone number: \_\_\_\_\_ Club sport: \_\_\_\_\_

Address: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Describe in detail what led up to the incident and what occurred:

Specific location of incident: \_\_\_\_\_

\*\*Please complete accident report form if injuries occurred.\*\*

*Follow up report*

If any follow up contacts are made please record date and time called, who called, what was said and the response of the person contacted. Also include if someone outside of the incident was notified (i.e. Director of Campus Activities).