INCIDENT REPORT

METROPOLITAN EAST SCHOOL SPORT

What happened (Brief description of the incident)		
What steps were taken to establish the facts (Ensure a fair hearing for all parties)		
Summary of the facts		
Action taken		
Recommendation for further action		

Signed	. (Manager / Coach)	Date
Signed	. (Manager / Coach)	Date

The original copy of this form must be forwarded to the Regional School Sport Officer immediately upon return from the Championship.

NOTE: This is an official document and will be made available in an investigation into the incident.