

Incident Report Form

Employee/Volunteer Sexual Misconduct/Inappropriate Behaviour

Part 1: Details of Incident:

Athlete's Name
Athlete's Date of Birth
Organization
Athlete's Parent(s)/Guardian(s)
Home Address
Home Phone Number
Contact Information for person completing this form
Who the athlete disclosed to or who witnessed the incident:
Name
Role
Contact Information
Date & Time of incident
Location of Incident



The context of the incident (what was occurring around the incident):
Who is aware of the allegations (parents, no one, etc.):
Were any other people involved, or did other people witness the alleged incident:
Information the accused employee/volunteer provides (detail exactly what s/he says and note their behavior):



Part 2: Consult with Supervisor:

Date	Time	
Discussion with supervisor:		



Part 3: Discussion with Employee/Volunteer:

Date	Time



Part 4: Follow-up:

Document ongoing feedback with anyone regarding this incident
Document outcome of the incident