

AYSO INCIDENT REPORT FORM

Coaches: Return completed form to the Regional Commissioner, Area Director, Safety Director or Tournament Director.

Region, Area or Tournament Staff: Forward copy of completed form to AYSO, Attn: Risk Mgmt, 12501 Isis Ave, Hawthorne, CA 90250.

Complete this form for: 1. Injuries

2. Incident – threats
3. Incident – fighting – any type
4. Property damage
5. Law enforcement summoned

AFFECTED P.	PARTY: Playe	er 🗆 Of	ficial Coad	ch □ Sp	ectato	r 🗆 Volunteer	□ Ot	her Section	1 <u> </u>	4 rea	_ Region)
Last Name			First Name			MI				Male		Female
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									Dirti	ruate.		
Address:									AYS	O ID #		
City:		9	State:	Zip:		Telephone: ()					
Contact email(s	(s):						,					
Does the injured	d person have other	medical ins	surance?	Yes		NO If yes, please provid :	le name of	company and polic	y			
Employer Name												
GUARDIAN/PARENT (if affected party is a minor): Last Name First Name						MI Telephone Number: ()						
Address:						City:			State	: Z	ip:	
INCIDENT	Date of Incident			Δηρ	Division		П Во	ys □ Girls	Time of	Incident:	·	AM
INFO: Date of Incident:			Age	Age Division:			oys Girls Time of Incident:				/ PM	
Tournament N	lame & Location (if applicabi	le)	Į.			· ·					
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Team Involved	#2:					Coach Name:					Reg	ion #
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□ Leg □ Foot		Finger Eye (L/R)	□ Ne	ck			00:	□ Cardiac		acture		Sting/Bite
☐ Toe		Ear (L/R)	□ Int			<i>ee injury, was kn</i> aced/Supported	ee.	☐ Cold Injury		eat Exhaus		Strain
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AYSO Incident Report Form - Instructions

Purpose:

The AYSO Incident Report Form is used whenever there is a personal injury, damaged property, or threats of or actual physical violence surrounding an AYSO game, practice, event or property. The form should be prepared by the coach, AYSO Official, or AYSO Volunteer which may be a member of the regional staff such as the regional safety director, or by tournament or event staff members. *This form should NOT be completed by a parent unless the parent is the coach.*

Entry Instructions:

Form Preparation

The regional safety director should supply each coach with several copies of the form at the beginning of each season. Additional copies should be available at each field site. Coaches who take teams to tournaments should carry several copies of each form throughout the tournament season.

If there is an incident involving injury to a player or volunteer which will result in the filing of a SAI claim, then an Incident Report Form should be completed as well.

If there are multiple affected parties to the same incident, then all parties should fill out their own form.

Note: The Region is responsible for mailing a copy of the Incident Report to AYSO, Attn: Risk Management, 12501 Isis Ave, Hawthorne, CA 90250.

Form Entries

Fill out all entries on the form that pertain to the incident.

Witness Information

When an incident occurs, it is important to gather as much witness information as possible, especially if the witness is independent or neutral. Use a separate page to collect each witness's statement. In addition to gathering the name, address and phone number of all witnesses, gather and attach as many written statements as possible from the key witness. If the incident happened during a game, attach the referee's Game Misconduct Report as well.

Description of Incident

Provide as full a description as you can of the events surrounding the incident, attaching additional pages if necessary (be sure that all additional pages are numbered and securely attached to the report.)

Routing

During an event or activity related to a region's primary season, the completed form should be submitted to the respective Regional Commissioner or Safety Director.

During a secondary activity (e.g. a tournament), the form should be submitted to the Regional Commissioner, secondary activity's director, or Regional Safety Director.

At a tournament, the tournament staff may prepare a report as well. In this case, a copy of the report should immediately be sent to the respective Regional Commissioner(s).

In all cases, copies of the Incident Report should always be sent to the Regional Commissioner, Area Director, Safety Director, and in the case of a secondary event the Secondary Event Director.

Note: A copy of the Incident Report must be sent to the AYSO, Attn: Risk Management, 12501 Isis Ave, Hawthorne, CA 90250.

Retention

Incident forms should be maintained in a regional file and stored for a minimum of <u>15 years</u>. In the case of a secondary event which is sponsored at the area or section level, the secondary event host should retain the original copy for a minimum of <u>15 years</u>. Secondary events must also send copies of the Incident Reports to **AYSO**, **Attn: Risk Management for storage**.