

Incident Report Form

Name & address of Director reporting incident:

Phone where we may reach you during work hours _____

E-mail address (if any) _____

Name & contact information of people involved in incident:

Date of incident _____

Was this during (circle one):

General Club meeting

Local Club meeting

NSA sanctioned and rated Club tournament

Name of witness(es)

_____ Daytime # _____ E-mail _____

_____ Daytime # _____ E-mail _____

*Please try and have them submit a written statement of the incident with this form.
If unable to do so, please try and quote witnesses verbatim and have them initial that.*

Please use a separate sheet to report the incident in detail.