

# FIELD HOCKEY FEDERATION, INC.

## Incident Report Form Instructions

### **Purpose:**

The FHF Incident Report Form is used whenever there is a personal injury, damaged property, or threats of or actual physical violence surrounding an FHF game, practice, event or property. The form should be prepared by the Affected Party (Player, Player Guardian, Coach, FHF Official, FHF Volunteer, Spectator or other.) the form may also be prepared by a member of the Safety Director, or by Tournament or Event Staff Members.

### **Entry Instructions:**

**Form Preparation** The Safety Director should supply each coach with several copies of the form at the beginning of each season, as well as the Accident Insurance Forms. Additional copies should be available at each field site. Coaches who take teams to tournaments should carry several copies of each form.

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

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

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

**Witness Information** When the 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 Umpire'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 number and securely attached to the report).

**Routing** During an event or activity related to the Federation's primary season, the completed form should be submitted to the respective Club Commissioner.

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 Federation Secretary.

In the event of a lawsuit or General Liability filing, the Federation will request a copy of the form from the Commissioner.

In all cases, copies of the Incident Report should always be sent to the Club Commissioner, and the Federation, and in the case of a secondary event the secondary event director.

## Retention

Incident forms should be maintained in a regional file and stored for 7 years. In the case of a secondary event which is sponsored by the Federation, the secondary event host should retain the original copy for 7 years.