



# CFA Incident Report Form

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## Introduction

Please complete this form as fully and accurately as possible. Any information in this Form may be used in disciplinary or any other proceedings. This includes the disclosure of this completed form to any participant charged in relation to the incident witnessed. If there is any information that you do not want to be disclosed please do not include it on this form, and please note that we will not be able to use it as evidence in any proceedings.

## Your details

Name :	
Role :	
Team (if applicable)	
Brief description of yourself including shirt number if player, approx. age, height, build, hair/skin colour and any distinguishing features	

## Match/training details

Date of match/training :	
Kick off time :	
Venue :	
Team(s) involved :	
Person(s) Involved	
Give the name(s) or a full description of any individuals involved to help with identification. Please provide a detailed physical description of the offender(s) including shirt number if applicable, approx. age, height, build, hair/skin colour and any distinguishing features	

## Incident Witnessed

Describe exactly what happened in chronological (time) order. This must only include what you saw or heard. Record any offensive language that you heard directly in speech marks (" ")	
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Where did it happen? Please provide specific details if possible, for example: on the spectator's touchline near the halfway line, just outside the centre circle. Please draw or write on the blank football pitch at the end of the form if this helps	
Where were you at the time of the incident? Please confirm if your view was clear or blocked, how far you were from the incident, and include any adverse weather conditions	
Was any action taken by the referee or anyone else? If so what action was taken and by whom?	
Did you report this to anyone? Please state who you reported this to (if anyone) and when	
Please include below any other circumstances leading up to or surrounding the incident, or any other information that may be relevant	

## Declaration

This statement is true to the best of my knowledge, information and belief. I understand that it may be given in evidence and used at any subsequent disciplinary proceedings.

I would be willing to attend a disciplinary hearing if required

Signature	
Date	

Please return the completed form to the CFA Safeguarding email address:- [safeguarding@cfa04.co.uk](mailto:safeguarding@cfa04.co.uk) .

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Please use this diagram to show the location of the incident if required

