



AYSO INCIDENT REPORT FORM

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

****Note: 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 PARTY: ☐ Player ☐ Official ☐ Coach ☐ Spectator ☐ Volunteer ☐ Other				Section _____	Area _____	Region _____
Last Name _____ First Name _____ MI _____					☐ Male ☐ Female	
			Birth date:			
Address: _____			AYSO ID #			
City: _____ State: _____ Zip: _____			Telephone: () _____			
Contact email(s): _____						
Does the injured person have other medical insurance?			☐ Yes ☐ No	If yes, please provide name of company and policy #:		
Employer Name & Address: _____						
GUARDIAN/PARENT (if affected party is a minor):						
Last Name _____ First Name _____ MI _____			Telephone Number: () _____			
Address: _____			City: _____		State: _____ Zip: _____	
INCIDENT INFO:	Date of Incident: _____		Age Division: _____		☐ Boys ☐ Girls	Time of Incident: _____ AM / PM
Tournament Name & Location (if applicable) _____						
Team Involved #1: _____			Coach Name: _____		Region # _____	
Team Involved #2: _____			Coach Name: _____		Region # _____	
BODY PART INJURED			If ankle injury, was ankle:		PRIMARY INJURY	
☐ Ankle (L/R) ☐ Shoulder(L/R) ☐ Tooth ☐ Knee (L/R) ☐ Wrist (L/R) ☐ Back ☐ Leg ☐ Finger ☐ Neck ☐ Foot ☐ Eye (L/R) ☐ Internal ☐ Toe ☐ Ear (L/R) ☐ No injury ☐ Arm ☐ Nose ☐ Other ☐ Hand ☐ Head			☐ Taped/Supported ☐ Unsupported Shoes: ☐ Yes ☐ No If knee injury, was knee: ☐ Braced/Supported ☐ Unsupported ☐ Knee Pads: ☐ Yes ☐ No		☐ Abrasion ☐ Dislocation ☐ Pain ☐ Burn ☐ Foreign Body ☐ Seizures ☐ Cardiac ☐ Fracture ☐ Sting/Bite ☐ Cold Injury ☐ Heat Exhaustion ☐ Concussion ☐ Laceration ☐ Strain/Sprain ☐ Contusion ☐ Nausea	
LOCATION		INCIDENT		DISPOSITION		
☐ Before Competition/Event ☐ During Competition/Event ☐ After Competition/Event ☐ Competition Area ☐ Concession Area ☐ Parking Lot ☐ Restrooms ☐ Off Property ☐ Bleachers/Stands		☐ Collision (participant/spectator) ☐ Collision (with object) ☐ Collision (participant/participant) ☐ Collision (spectator/spectator) ☐ Struck by falling /flying object ☐ Caught in, on, between goal		☐ Animal/insect bite/sting ☐ Slip/Fall ☐ Overexertion ☐ Assault/Sexual ☐ Assault/Non-Sexual ☐ Property Damage		
FIELD SURFACE ☐ Dirt ☐ Grass ☐ Indoor ☐ Field Turf ☐ Astro Turf		CLASSIFICATION		☐ Non-Injury (threat, assault) ☐ Minor Injury or Illness ☐ Serious Injury or Illness		
POLICE REPORT FILED: ☐ Yes ☐ No			If yes, report number: _____ Officer's Name & badge # : _____			
Describe how the incident, injury or property damage occurred: (use the backside or attach a separate sheet if necessary – may attach a copy of the Referee Game Misconduct Report)						
WITNESS INFORMATION - Confidential						
Name		Address			Telephone Number	

Person/volunteer completing/submitting this form:

Name: _____	Signature: _____	Ph: () _____
Position Title: _____	e-mail address: _____	Cell: () _____
		Date: _____

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.

Entry Instructions:

Form Preparation	The regional safety director should supply each coach with several copies of the form at the beginning of each season, as well as Soccer Accident Insurance (SAI) claim forms. 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: Copies of the Incident Report must be sent to the 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. 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, and in the case of a secondary event the Secondary Event Director and Safety Director. Note: Copies 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 <u>7 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 <u>7 years</u>, while each region should retain their copies for <u>7 years</u>.