



# 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 PARTY:**  Player  Official  Coach  Spectator  Volunteer  Other Section \_\_\_\_\_ Area \_\_\_\_\_ Region \_\_\_\_\_

Last Name	First Name	MI	Male	Female
			<b>Birth date:</b>	

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: \_\_\_\_\_

<b>INCIDENT INFO:</b>	Date of Incident:	Age Division:	<input type="checkbox"/> Boys <input type="checkbox"/> 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
<input type="checkbox"/> Ankle (L/R) <input type="checkbox"/> Shoulder(L/R) <input type="checkbox"/> Tooth <input type="checkbox"/> Knee (L/R) <input type="checkbox"/> Wrist (L/R) <input type="checkbox"/> Back <input type="checkbox"/> Leg <input type="checkbox"/> Finger <input type="checkbox"/> Neck <input type="checkbox"/> Foot <input type="checkbox"/> Eye (L/R) <input type="checkbox"/> Internal <input type="checkbox"/> Toe <input type="checkbox"/> Ear (L/R) <input type="checkbox"/> No injury <input type="checkbox"/> Arm <input type="checkbox"/> Nose <input type="checkbox"/> Other <input type="checkbox"/> Hand <input type="checkbox"/> Head	<input type="checkbox"/> Taped/Supported <input type="checkbox"/> Unsupported Shoes: <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If knee injury, was knee:</b> <input type="checkbox"/> Braced/Supported <input type="checkbox"/> Unsupported Knee Pads: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Abrasion <input type="checkbox"/> Dislocation <input type="checkbox"/> Pain <input type="checkbox"/> Burn <input type="checkbox"/> Foreign Body <input type="checkbox"/> Seizures <input type="checkbox"/> Cardiac <input type="checkbox"/> Fracture <input type="checkbox"/> Sting/Bite <input type="checkbox"/> Cold Injury <input type="checkbox"/> Heat Exhaustion <input type="checkbox"/> Strain <input type="checkbox"/> Concussion <input type="checkbox"/> Laceration <input type="checkbox"/> Sprain <input type="checkbox"/> Contusion <input type="checkbox"/> Nausea

LOCATION	INCIDENT	DISPOSITION
<input type="checkbox"/> Before Competition/Event <input type="checkbox"/> During Competition/Event <input type="checkbox"/> After Competition/Event <input type="checkbox"/> Competition Area <input type="checkbox"/> Concession Area <input type="checkbox"/> Parking Lot <input type="checkbox"/> Restrooms <input type="checkbox"/> Off Property <input type="checkbox"/> Bleachers/Stands	<input type="checkbox"/> Collision (participant/spectator) <input type="checkbox"/> Collision (with object) <input type="checkbox"/> Collision (participant/participant) <input type="checkbox"/> Collision (spectator/spectator) <input type="checkbox"/> Struck by falling /flying object <input type="checkbox"/> Caught in, on, between goal  <input type="checkbox"/> Animal/insect bite/sting <input type="checkbox"/> Slip/Fall <input type="checkbox"/> Overexertion <input type="checkbox"/> Assault/Sexual <input type="checkbox"/> Assault/Non-Sexual <input type="checkbox"/> Property Damage	<i>No care given:</i> <input type="checkbox"/> NOT Needed  <i>Released:</i> <input type="checkbox"/> Patient Refused  <i>Referral</i> <input type="checkbox"/> To Parent  <i>EMS transport::</i> <input type="checkbox"/> To Personal Vehicle  <input type="checkbox"/> To Doctor <input type="checkbox"/> To Hospital/Clinic <input type="checkbox"/> Region Recommended <input type="checkbox"/> Patient/Parent Requested

<b>FIELD SURFACE</b> <input type="checkbox"/> Dirt <input type="checkbox"/> Grass <input type="checkbox"/> Turf <input type="checkbox"/> Indoor	<b>CLASSIFICATION</b> <input type="checkbox"/> Non-Injury ( <i>threat, assault</i> ) <input type="checkbox"/> Minor Injury or Illness <input type="checkbox"/> 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: ( ) _____	Cell: ( ) _____
Position Title:	e-mail address:	Date:	
Regional Commissioner: <i>print name</i>	Signature:	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. ***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 15 years. 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 15 years. Secondary events must also send copies of the Incident Reports to **AYSO, Attn: Risk Management for storage.**