



AYSO INCIDENT REPORT FORM

Coaches: Complete and return the form to the Regional Commissioner, Area Director, Safety Director or Tournament Director.

Region, Area or Tournament Staff ONLY: Forward copy of completed form to AYSO, Attn: Risk Mgmt, 19750 S Vermont Ave, Suite 200, Torrance, CA 90502

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 ☐ Taped/Supported ☐ Abrasion ☐ Dislocation ☐ Pain					☐ Unsupported ☐ Unsupported ☐ Burn ☐ Foreign Body ☐ Seizures						
☐ Knee (L/R) ☐ Wrist (L/R) ☐ Back ☐ Shoes: ☐ Yes ☐ No ☐ Cardiac ☐ Fracture ☐ Sting/Bite					☐ If knee injury, was knee: ☐ Braced/Supported ☐ Cold Injury ☐ Heat Exhaustion ☐ Strain						
☐ Leg ☐ Finger ☐ Neck ☐ Internal ☐ Concussion ☐ Laceration ☐ Sprain					☐ Unsupported ☐ Unsupported ☐ Contusion ☐ Nausea						
☐ Foot ☐ Eye (L/R) ☐ No injury ☐ Other					☐ Knee Pads: ☐ Yes ☐ No						
☐ Toe ☐ Ear (L/R) ☐ Nose ☐ Head											
☐ Arm ☐ Hand											
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				
☐ No care given: ☐ Not Needed ☐ Patient Refused			☐ Released: ☐ To Parent ☐ To Personal Vehicle ☐ To Doctor ☐ To Hospital/Clinic ☐ Region Recommended ☐ Patient/Parent Requested								
☐ EMS transport:: ☐ Patient/Parent Requested											
FIELD SURFACE ☐ Dirt ☐ Grass ☐ Turf ☐ Indoor			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 _____				Tele Number _____				

Person/volunteer completing/submitting this form:

Name: _____	Signature: _____	Ph: () _____ Cell: () _____
Position Title: _____	e-mail address: _____	Date: _____
Regional Commissioner: print name _____	Signature: _____	Date: _____

AYSO Incident Report Form - Instructions

NOTE: This form should NOT be completed by a parent unless the parent is the coach.

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. 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, Area or Tournament is responsible for mailing a copy of the Incident Report to AYSO, Attn: Risk Management, 19750 S Vermont Ave, Suite 200, Torrance, CA 90502.
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, 19750 S Vermont Ave, Suite 200, Torrance, CA 90502.
Retention	Incident forms should be maintained in a regional file and stored for a minimum of <u>15 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 a minimum of <u>15 years</u>. Secondary events must also send copies of the Incident Reports to AYSO, Attn: Risk Management for storage.