



The Skating Club of Boston®

Incident Report Form

Misconduct, Harassment, Bullying, Hazing, Abuse, or Other Youth Protection Event

(For all on-ice or other accidents on Club property, complete the Accident Report Form)

1. Complete form immediately following incident, or first reporting of incident to Club management.
2. Enter all information, or "Do Not Know" in specified space for answers. Leave no section blank.
3. Send completed form to Club Director, Mia Bailey (mia.bailey@scboston.org)

Report Completed By

Name: _____ Position: _____

E-mail: _____ Phone: _____

Date of Report: _____ Signature: _____

Incident Information

Nature of the Incident: _____

Location of Incident: _____ Club Property: ____ Yes ____ No

Date of Incident: _____ Time of Incident: _____

Date Incident First Reported: _____

Member[s] or Management Reporting Incident: _____

Club Manager on Duty: _____

Please list Club Members involved in incident:

Name: _____

Age [if under 18]: _____

Email: _____

Phone: _____

Name: _____

Age [if under 18]: _____

Email: _____

Phone: _____

Name: _____

Age [if under 18]: _____

Email: _____

Phone: _____

Were all the involved Club Members notified of the incident being reported? ____ Yes ____ No

Was a parent or guardian notified? [if under 18]: ____ Yes ____ No

Description of Incident [attach additional pages if necessary]: _____

Were there witnesses to the incident? ____ Yes ____ No

Please list all witnesses below:

Name: _____ Club Member? ____ Yes ____ No

E-Mail: _____ Phone: _____

Name: _____ Club Member? ____ Yes ____ No

E-Mail: _____ Phone: _____

Name: _____ Club Member? ____ Yes ____ No

E-Mail: _____ Phone: _____

Is there any written or photographic evidence to support any allegations? ____ Yes ____ No

[Emails, social media, etc.] If yes, please attach to form

Is there property damage to report? ____ Yes ____ No

If yes, please explain: _____

Complete if Police Department was Notified of Incident

Were the police called? ____ Yes ____ No Did the police come to the Club? ____ Yes ____ No

Name of Individual who called the police: _____

Email: _____

Name of Responding Police Officer: _____

Police Department and Station: _____

Phone Number: _____