

Youth Football League Incident Report Procedure

Purpose

This document outlines the required steps for reporting and documenting any incidents that occur during a youth football league event, including practices, games, or other league-sanctioned activities. The goal is to ensure all incidents are handled consistently, accurately, and in a timely manner to promote player safety and accountability.

What Constitutes an Incident?

An incident is defined as any event that results in an injury, conflict, or other deviation from the standard, safe conduct of a league activity. This includes, but is not limited to:

- Any injury requiring medical attention beyond basic first aid (e.g., sprains, broken bones, head injuries).
- Verbal or physical altercations between players, coaches, officials, or spectators.
- Theft or damage to league equipment or personal property.
- Any event that poses a risk to the safety or well-being of a player, coach, or spectator.

Incident Reporting Procedure

Step 1: Immediate Action (On-Site)

The head coach or acting league official on site is responsible for taking the following immediate actions:

1. **Ensure Safety:** Prioritize the safety of all individuals involved. Administer first aid if qualified, or call for emergency medical services (911) if the injury is severe.
2. **Separate Parties:** If the incident involves a conflict, immediately separate the individuals involved to de-escalate the situation.
3. **Gather Basic Information:** Quickly and discreetly gather the names of all individuals directly involved (players, coaches, officials, spectators) and any witnesses. Do not attempt to assign blame or make judgments at this time.

Step 2: Documentation (Within 24 Hours)

The head coach or league official must complete a formal Incident Report Form within 24 hours of the incident. This form should be submitted to the League President or designated Safety Officer. The report should include:

- **Date, Time, and Location** of the incident.
- **Description of the Incident:** A detailed, factual, and chronological account of what occurred. Be objective and avoid including opinions or hearsay.
- **Individuals Involved:** Full names and roles (player, coach, etc.) of everyone directly

involved.

- **Witnesses:** Full names and contact information of any witnesses.
- **Action Taken:** A description of the immediate steps taken on-site (e.g., applied ice, called EMS, separated individuals).
- **Injuries Sustained (if any):** A description of any injuries, including the body part affected and any symptoms reported.
- **Follow-Up:** A note on any planned or completed follow-up actions (e.g., contacted parents, filed a police report).

Step 3: League Review and Action

Upon receiving the completed Incident Report Form, the League President or Safety Officer will:

- Review the report and any attached documentation (e.g., photos).
- Follow up with all involved parties and witnesses as needed to gather additional information.
- Determine any necessary disciplinary or corrective actions in accordance with the league's bylaws and code of conduct.
- Document all follow-up communication and actions in a confidential incident log.

Confidentiality

All information contained within an incident report is confidential and should only be shared with league officials who have a need to know. The privacy of all individuals involved, especially minors, will be protected.

Incident Report Form (Example Fields)

- Report Date:
- Incident Date:
- Incident Time:
- Location (Field Name/Address):
- Individuals Involved:
- Witnesses:
- Description of Incident:
- Action Taken On-Site:
- Signature of Reporting Coach/Official:
- Signature of League President/Safety Officer:

This is a procedural document to be used by all league officials and coaches. A hard copy of the Incident Report Form should be readily available in each team's first aid kit.