



## GREATER MANCHESTER COMMUNITY BASKETBALL INCIDENT REPORTING FORM

To be completed where an incident has occurred that is not an accident or injury. For incidents that involve accident and injury, please complete an accident and injury incidence form.

Name of Person Reporting:	
Role:	
Date of Incident:	
Location of Incident:	
Names of Persons Involved (indicating whether they are an adult or a child under the age of 18 years):	
Witnesses:	

Describe the incident in as much detail as possible. Tell us as much as you can about what happened, what went wrong and how it happened. Indicate who was involved.

How did you find out about the incident?

When did you find out about the incident?

When did the incident happen?

Categories of Incident (Indicate all that apply)

Y

Parent Misconduct:

Coach Misconduct

Player Misconduct:

Potential Bullying:	
Potential Safeguarding:	
Data Protection Breach:	
Inappropriate behaviour:	
Criminal Act (Eg theft/assault)	
Other: (Please provide details)	
Categories of incident subject? (Indicate all that apply)	Y
Player:	
Coach:	
Non-player child:	
Parent/Carer:	
Non-Parent/Carer Adult:	
Other (Please provide details)	
What are the potential consequences? Please describe the impact/possible impact of the incident. Please state if there has been any actual harm to anyone.	

If the incident involves a Criminal Act, then please advise on time/date were notified and the crime reference number.

If the incident involves a potential safeguarding, then please ensure that you also follow the safeguarding process as well as completing this incident form.

ONCE COMPLETE, SEND THIS FORM TO THE CLUB'S WELFARE OFFICER AND CEO.

**TO BE COMPLETED BY PERSON INVESTIGATING THE INCIDENT**

Describe the measures you have in place to prevent this type of incident occurring in the first place e.g. policies, procedures, training, player/parent contracts etc.

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Has this type of incident happened before? If so, provide a brief summary of when, who was involved, and the outcome.

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What actions have been taken now to minimise risk of reoccurrence?

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Further action planned. Provide details of all further actions yet to take place.

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