

# Buckden FC



## Safeguarding Pack

## Contact Details

- **Child Welfare Officer - Carol Bennet (Mob: 07921197413, Email: [cazbarrett9@gmail.com](mailto:cazbarrett9@gmail.com))**
- **Chairman/Kit Rep – Michael Lander (Mob: 07912 346481, Email: [bjfcchairman@hotmail.com](mailto:bjfcchairman@hotmail.com))**
- **Vice Chairman/Fixtures – Matt Gill (Email: [matt.gill@connectix.co.uk](mailto:matt.gill@connectix.co.uk))**
- **Secretary - Bob Crane (Email: [robertcrane46@yahoo.co.uk](mailto:robertcrane46@yahoo.co.uk))**
- **Charter Standard Rep/Courses – Stuart Coleman (Email: [s.coleman68@btinternet.com](mailto:s.coleman68@btinternet.com))**
- **Managers Rep – Craig Betts (Email: [craig@orangesquash.agency](mailto:craig@orangesquash.agency))**
- **Treasurer - Claire Gill (Email: [treasurerclaire@gmail.com](mailto:treasurerclaire@gmail.com))**
- **Registrations Secretary – Stuart Duncan (Mob: 07780956464 Email: [stuart@ksduncan.co.uk](mailto:stuart@ksduncan.co.uk))**



## Dealing with breaches of Respect Codes

### Club, League and Huntingdonshire FA's roles

Clubs and leagues have an important role to play in dealing with poor behaviour from players, officials and spectators.

The Respect Codes of Conduct identify a range of sanctions which can be applied in the event of misconduct or poor behaviour. Whilst the Hunts FA or The FA will deal with reported misconduct, clubs and leagues also have a role to play in educating their membership as to what is – and what isn't acceptable behaviour and taking action when the codes are broken.

The Respect Codes of Conduct are the basis for the good practice expected from all youth football participants:

1. Young Players
2. Spectators and Parents/Carers
3. Coaches, Team Managers and Club Officials
4. Match Officials

Each Code explains the actions that can be taken if the Code isn't adhered to.

### CLUBS

It's important for Clubs to be clear about the expectations from their members and to educate people when guidance is required. Should this guidance be disregarded then the management of a club has the right to implement sanctions against offenders.

The Club Welfare Officer with the club committee should deal with breaches of the codes.

**Remember;** all conversations and meetings should be recorded.

### Sanctions should:

- Be fair and consistent – treating people in the same way, regardless of their position in the club.
- Be proportionate to the offence.
- Be progressively more serious for repeat offenders.
- Follow a process which allows people to know they have broken a Code of Conduct and provides them with an opportunity to explain their actions.

### **If Sanctions are not adhered to:**

- A meeting with the Welfare Officer with an explanation of why behaviour is not acceptable and what will happen if it continues.
- A formal meeting with the club committee with a warning and recommendations to further conduct.
- Attendance at a Safeguarding course
- Mentoring (particularly for coaches).
- Omission from the team
- Request for non-attendance at matches
- Suspension or removal from club membership in severe cases.

### **LEAGUE**

The League Welfare Officer and the League Respect Committee can deal with issues that clubs are not dealing with, e.g. clubs not adhering to marked areas of pitches, consistently criticising officials, parent behaviour. (Leagues can use same actions as clubs). The League Welfare Officer will need to liaise with clubs and Huntingdonshire FA's County Welfare Officer to ensure the complaint is being dealt with. The County Welfare Officer will also monitor cases and complaints dealt with by the league.

**NB: Any breach of the Codes by Young Players should be dealt with by the club.**

### **MISCONDUCT**

If a breach of the code is considered by Huntingdonshire FA or The FA to be one of "misconduct", action may be taken by the HFA or The FA only. Such issues would cover all on-field misconduct (e.g. violent conduct, abusive behaviour towards the match officials by players) or off-field offences by Clubs, their officers or spectators (e.g. Crowd abuse, inappropriate comments about match officials in the media, including websites and social networking sites). Such sanctions could result in a fine, individual or club suspensions or other sanctions considered appropriate by the commission hearing the case.

Where a breach is at a level where it is contrary to the rules of a competition or League but not considered to be misconduct by The FA or the NFA, action may be taken by the relevant competition providing such breach occurred whilst participating in that competition, (e.g. failure to fulfil a fixture, playing ineligible players, failure to confirm appointments to match officials) Such sanctions may also include fines, reduction of points or ultimately expulsion from the competition or excluded from a competition by Members at an AGM/EGM.

# FA grassroots football safeguarding children policy

## 1.0 Introduction

The FA continues to be committed to ensuring all necessary steps are taken to protect from harm children and young people who participate in grassroots football. This document together with the safeguarding regulations, best practice guidelines and educational programme sets out The FA's position, role and responsibilities, and clarifies what is expected of County Associations; their affiliated clubs and leagues.

Everyone involved in football needs to understand the individual and collective responsibility they undertake when working with children and young people. It's clear that working together and giving young people a voice makes a difference when it comes to having effective safeguards in football.

It's essential that everyone is clear about how to report a concern about the welfare of a child or young person. In short this means following the guidelines set out in this policy. Further support and guidance can be obtained through your club or league Welfare Officer and County Association Welfare Officer. This essential network of Welfare Officers is further supported by The FA's Safeguarding team at Wembley.

Remember it's not your responsibility to decide if abuse is taking place, but it is your responsibility to report any concerns you may have.

## 1.1 The Association's Safeguarding Children Policy

Every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football, thus every club is required to endorse and adhere to The Association's Safeguarding Children Policy.

The FA recognises its responsibility to safeguard the welfare of children and young people who play or participate in football by protecting them from abuse and harm.

This means creating a safe and inclusive atmosphere where everyone at the club works together to tackle both bullying and discrimination, ensure safer recruitment, and tackle poor practice which leads to harm and reduces equal opportunities.

Best practice in Inclusion, Anti-bullying, Equality and the Respect agenda are all part of making safer cultures and prevention of harm and abuse.

The FA is committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their abilities for as long as they choose to do so.

The FA recognises that the terms 'child or young person', 'abuse' and 'harm' are open to interpretation, so for the purposes of this policy, these are defined in Appendix 1.

## The Association's Safeguarding Children Policy principles are that:

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have a right to be protected from abuse regardless of their age, gender, gender reassignment, sexual orientation, marital status or civil partnership, racial origin, faith, ability or disability, pregnancy and maternity
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children and young people and their parents and carers is essential

The FA is committed to working in partnership with the Police, Children's Social Care, Local Safeguarding Children's Boards (LSCB) and the Disclosure and Barring Service (DBS) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children and young people.

The Association's Safeguarding Children Policy is in response to government legislation and guidance, developed to safeguard the welfare and development of children and young people.

Clubs and leagues with youth teams must appoint a Welfare Officer in line with FA affiliation requirements. All league and club Welfare Officers are expected to abide by the Code of Conduct for volunteer Welfare Officers.

The safeguarding children policy is further supported by The FA's Respect programme to address verbal abuse and bullying of youngsters by parents and coaches on the sidelines. More information can be found in Sections 3.1 and 3.2.

Your role in football	Action to take
Under 18s coach, manager, first aider or other club based eligible role	Speak to your Club Welfare Officer
Club Welfare Officer	Speak to your County FA Welfare Officer
Referee	Contact your County FA Referee Development Officer
Licensed Coach applicant	Ring 0845 210 8080 or e-mail <a href="mailto:FAChecks@TheFA.com">FAChecks@TheFA.com</a> for advice
Working in a private soccer school or unaffiliated football	You may not be able to get a FA Enhanced Criminal Record Check. Please speak to your line manager or contact 0845 210 8080 or e-mail <a href="mailto:FAChecks@TheFA.com">FAChecks@TheFA.com</a> for advice
Unsure what you should be doing	Ring 0845 210 8080 or e-mail <a href="mailto:FAChecks@TheFA.com">FAChecks@TheFA.com</a> for advice

# Respect

We all have a part to play



## Respect Code of Conduct

### Young Players

#### When playing football, I will:

- Always play to the best of my ability and for the benefit of my team
- Play fairly – I won't cheat, dive, complain or waste time
- Respect my team-mates, the other team, the referee or my coach/manager.
- Play by the rules, as directed by the referee
- Be gracious in victory and defeat – I will shake hands with the other team and referee before or at the end of the game
- Listen and respond to what my coach/team manager tells me
- Understand that a coach has to do what is best for the team and not one individual player
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

#### I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

##### I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club

##### In addition:

- My club may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club

# Coaches, Team Managers and Club Officials

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct at all times.

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## On and off the field, I will:

- Use my position to set a positive example for the people I am responsible for
- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Be aware of the potential impact of bad language on other participants, facility users or neighbours
- Be gracious in victory and defeat

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## When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Never engage in or tolerate any form of bullying
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests

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## I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

### I may be:

- Required to meet with the club, league or County Welfare Officer
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club

### In addition:

- My FA Coaching Licence may be withdrawn

# Spectators and parents/carers

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game.

Play your part and observe The FA's Respect Code of Conduct for spectators at all times

- Remember that children play for FUN.
- Applaud effort and good play as well as success.
- Respect the Referee's decisions even when you don't agree with them
- Appreciate good play from whatever team it comes from
- Remain behind the touchline and within the Designated Spectators' Area (where provided)
- Let the coaches do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Support positively. When players make a mistake offer them encouragement not criticism
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour

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## I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

### I may be:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or CFA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents

### In addition:

The FA/County FA could impose a fine and/or suspension on the club

# Match Officials

We all have a responsibility to promote high standards of behaviour in the game.

The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the sidelines.

Play your part and observe The FA's Respect Code of Conduct of match officials at all time.

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**I will:**

- Be honest and completely impartial at all times
- Apply the Laws of the Game and competition rules fairly and consistently
- Manage the game in a positive, calm and confident manner
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- Never tolerate offensive, insulting or abusive language or behaviour from players and team officials
- Support my match official colleagues at all times
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game

- Communicate with the players and encourage fair play
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains
- Prepare physically and mentally for every match
- Complete and submit, accurate and concise reports within the time limit required for games in which I officiate.

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**I understand that if I do not follow the Code, the following actions may be taken by my County FA or The FA:**

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**I may be:**

- Required to meet with The FA/County FA Refereeing Official
- Required to meet with The FA/County FA Refereeing Committee





## Recommended adult to child ratios when supervising children

### An NSPCC factsheet

**April 2013**

Guidance on appropriate levels of supervision for children of different age groups and with different needs.

When working with groups of children or young people, it is important that the level of supervision is appropriate to their age group and their needs, which may be very specific. In general, younger children need to be more closely supervised and will require a higher adult to child ratio.

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### Ratios

The following are the adult to child ratios we would recommend for voluntary organisations:

- Aged 0 - 2 years:  
1 adult to 3 children
- Aged 2 - 3 years:  
1 adult to 4 children
- Aged 4 - 8 years:  
1 adult to 6 children
- Aged 9 - 12 years:  
1 adult to 8 children
- Aged 13 - 18 years:  
1 adult to 10 children.

If the group is mixed gender, the supervising staff should also include both male and female workers wherever possible.

When deciding on the number of adults required, it is important to bear in mind that these ratios are guidelines only: in certain situations it will be necessary to have a higher number of adults than our recommendations suggest. If, for instance, the children or young people have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher.

It may not always be possible to adhere to these recommended ratios. However, every effort should be made to achieve the best level of supervision of children at all times.

[Reporting Safeguarding Concerns – Let's keep football safe, not sorry](#)

# GOALPOST SAFETY GUIDELINES

Updated May 2015

The Football Association, along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts. Several serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future:

1. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground or have a weighted back bar.
  - Portable goalposts must be secured as per the manufacturer's instructions; this is also a requirement for the Laws of the Game.
  - **Ensure goalposts are secured before allowing balls to be kicked into them.**
  - **Under no circumstances should children or adults be allowed to climb on, swing or play with the structure of the goalposts;**
  - Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may overturn; and
  - Regular inspections of goalposts must be carried out to check that they are properly maintained.
2. Portable goalposts should not be left in place after use. They should be either dismantled and removed to a place of secure storage, or placed together and suitable fixings applied to prevent unauthorised use at any time.
3. The use of metal cup hooks on any part of a goal frame was banned from the commencement of season 2007-08 and match officials have been instructed not to commence matches where such net fixings are evident for safety reasons. Nets may be secured by plastic fixings, arrow head shaped plastic hooks or tape but not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts purchased should meet the relevant British Standards.
4. Goalposts which are "home made" or which have been altered from their original size or construction should not be used under any circumstances as they potentially pose a serious safety risk
5. There is no BS/CEN standard for wooden goals and it is unlikely that wooden goals will pass a load or stability test. The FA recommends that wooden goals should be replaced with British Standard compliant metal, aluminium or plastic goalposts. All wooden goals previously tested by independent consultants have failed strength and stability tests.

For reference, you should note that The FA and BSI, in conjunction with the industry, have developed two standards for goalposts – BSEN 748 (2013) BS 8461:2005 +A1: 2009 and BS 8462: 2005 +A2: 2012. It is strongly recommended that you ensure that all goals purchased comply with the relevant standard. A Code of Practice BS 8461 has also been completed and copies of all of these three standards are available from the BSI. Funding for the replacement of unsafe goals is available via the Football Foundation and eligibility criteria and further details can be obtained from their website. The FA together with representatives from the industry, sports governing bodies and Government have prepared guidance notes for pitch users and pitch providers, which summarise the key priorities of the BSI's Code of Practice and provide further details on the information included above. These details are featured within the facilities section of The FA's website – [www.TheFA.com](http://www.TheFA.com)

**REMEMBER TO USE GOALPOSTS SAFELY AT ALL TIMES**



## FA Social Media Guidelines

The following guidance is provided not as an obstacle but to support clubs and leagues to manage their safeguarding responsibilities effectively. It aims to ensure children, young people, coaches, referees and adults in a position of trust are not subjected to improper online behaviour or improper allegations.

Clubs and leagues should appoint appropriate adults to monitor the content of their websites.

They should have an understanding of both the technology used and of safeguarding.

This individual may be the YLWO/CWO although this is not essential. However it would be expected that the named individual(s) will have attended The FAs Safeguarding Children Workshop. You are advised to moderate your web pages on a daily basis where possible.

Clubs and leagues are responsible for ensuring all content hosted on their websites, social network areas and any associated message boards or blogs abide by the Rules and Regulations of The Football Association.

It is against FA rules to post comments that are or may be perceived as;

- Offensive
- Insulting
- Abusive
- Threatening
- Racist
- Discriminatory
- Any other reference that may cause offense or harm to others

Any such comment made on club or league websites and/or social networking sites regarding officials may result in disciplinary action being taken in line with The FA's Disciplinary policies and procedures.

Comments made on websites that are threatening abusive or racist could lead to legal action being taken against those responsible for posting or hosting them. Comments made may attract libel claims and legal action through the civil courts if they are untrue or defamatory.

Children and young people should be advised by their coaches, parents/carers and CWO to always tell an adult they trust about communications that make them feel uncomfortable or where they've been asked not to tell their parent/carer about the communication.

**Clubs and leagues are strongly advised to adhere to the following Do's and Don'ts.**

*Do:*

- appoint a responsible adult(s) to monitor the content of the website for monitoring the content of the club website and social
- make sure everyone within your club knows who is responsible for monitoring the content of the Club website and social networking areas and how to contact them
- apply the principles given within The FA's photography guidelines 'Celebrating Football Through Photography and Video'  
Place the CEOP, 'Report Abuse' app on your website and the link to the [www.ThinkUKnow.co.uk](http://www.ThinkUKnow.co.uk) internet safety site provided by CEOP which gives highly effective and age appropriate advice to children, young people, parents and carers
- provide links to [www.TheFA.com](http://www.TheFA.com) 'Staying Safe Online' pages
- consider what benefits you feel hosting message boards, forums or blogs will bring to the running and organisation of your Club / League against the potential risks. If you decide to use these methods of communication, ensure that they are password protected and only allow comments to be posted by individuals known and permitted access by the League / Club / Team.

Regularly monitor the content of the above and use The FA's Respect Codes of Conduct as a guide to acceptable behaviours both on and off field including behaviour online

*Don't*

- host children's or young people's details where they can be seen or used by others to contact them. Any details hosted should only be done with written parental / carer consent
- place pictures of individuals on web pages without the expressed permission of parents / carers
- post irrelevant detail of individuals which may lead them to be identified eg school class / year, player profiles detailing personal information eg favourite foods, movies, teams, etc
- with regard to any matches, please remember there should be no information published that reveals the result to the reader
- post or host items which may be considered to be hurtful, insulting, offensive, abusive, threatening, racist or discriminatory or otherwise may cause offense or harm to another or might incite such behaviour in others

# Buckden Junior FC Incident/Accident Reporting Form



**1. Site where incident/accident took place:**

**2. Name of person in charge of session/competition:**

**3. Name of injured person:**

**4. Address of injured person:**

**5. Date and time of incident/accident:**

**6. Nature of incident/accident:**

**7. Give details of how and precisely where the incident/accident took place**

Describe what activity was taking place e.g. training, match, getting changed

**8. Give details of the action taken including any first aid treatment and the name(s) of the first-aider(s)**

**9. Were any the following contacted**

Yes

No

Police

Ambulance

Parent/Guardian

**10. What happened to the injured person after the accident? (eg. went home, went to hospital, carried on with session)**

**11. All of the above facts are a true and accurate record of the incident/accident.**

Signed

Name (Print)

Date:

# Buckden Junior FC Head Injury Card



Name:	<b>IMPORTANT WARNING:</b> He/she should be taken to hospital or a doctor if the following occurs: <ul style="list-style-type: none"><li>• Vomiting</li><li>• Headache develops or increases</li><li>• Becomes restless, irritable</li><li>• Becomes dizzy, drowsy or cannot be roused</li><li>• Has a 'fit' (convulsion)</li><li>• Anything else unusual occurs</li></ul> <b>FOR THE REST OF TODAY HE/SHE SHOULD:</b> <ul style="list-style-type: none"><li>• Rest quietly</li><li>• Not consume alcohol</li><li>• Not drive a vehicle</li></ul>
Address:	
Tel:	
Time of Head Injury:	
Date:	
<b>EMERGENCY TELEPHONE NUMBERS:</b>	
<b>Hospital:</b> Hinchingsbrook - 01480 416416 Peterborough City - 01733 678000 Lister - 01438 314333	
Ambulance:	
GP:	
<b>I have given a completed Head Injury Card to a parent/guardian/relative/carer</b>	
<b>Title (Doctor/Physio/First-Aider etc)</b>	
<b>Name (BLOCK CAPITALS)</b>	
<b>Date:    /    /</b>	

## Pocket CONCUSSION RECOGNITION TOOL™

To help identify concussion in children, youth and adults



### RECOGNIZE & REMOVE

Concussion should be suspected **if one or more** of the following visible clues, signs, symptoms or errors in memory questions are present.

#### 1. Visible clues of suspected concussion

Any one or more of the following visual clues can indicate a possible concussion:

Loss of consciousness or responsiveness

Lying motionless on ground/Slow to get up

Unsteady on feet / Balance problems or falling over/Incoordination

Grabbing/Clutching of head

Dazed, blank or vacant look

Confused/Not aware of plays or events

#### 2. Signs and symptoms of suspected concussion

Presence of any one or more of the following signs & symptoms may suggest a concussion:

- Loss of consciousness
- Seizure or convulsion
- Balance problems
- Nausea or vomiting
- Drowsiness
- More emotional
- Irritability
- Sadness
- Fatigue or low energy
- Nervous or anxious
- "Don't feel right"
- Difficulty remembering
- Headache
- Dizziness
- Confusion
- Feeling slowed down
- "Pressure in head"
- Blurred vision
- Sensitivity to light
- Amnesia
- Feeling like "in a fog"
- Neck Pain
- Sensitivity to noise
- Difficulty concentrating

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### 3. Memory function

Failure to answer any of these questions correctly may suggest a concussion.

- "What venue are we at today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week/game?"
- "Did your team win the last game?"

**Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.**

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

### RED FLAGS

**IF ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:**

- Athlete complains of neck pain
- Increasing confusion or irritability
- Repeated vomiting
- Seizure or convulsion
- Weakness or tingling/burning in arms or legs
- Deteriorating conscious state
- Severe or increasing headache
- Unusual behaviour change
- Double vision

### Remember:


- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to do so
- Do not remove helmet (if present) unless trained to do so.

from McCrory et. al. Consensus Statement on Concussion in Sport. Br J Sports Med 47 (5). 2013

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# Hunts FA Witness Statement

Statement of:  Position: (e.g. player, parent, spectator etc.):  Fixture:  Date of Fixture:  Venue:  Competition:	
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This statement is true to the best of my knowledge, information and belief. I understand that it may be tendered in evidence and used at any subsequent disciplinary proceedings.

Signature:

Date:

*Please provide your statement in a chronological order and confirm the time(s), date(s), location(s) and your distance from any incident(s) that you may have witnessed. For each incident please confirm if your view was unobstructed, or impaired. Please provide a detailed physical description of the offender(s) (including, approx. age, height, build, hair / skin colour and any distinguishing features). Please record any offensive language that you heard directly in speech marks (“ ”).*

I, insert name, state:

Signature: .....

