



PTA Incident Report Form

Date of Incident -

Details of the Incident

Club where incident occurred -

Address -

Time of Incident -

Weather Conditions -

Did the incident occurred during competition - Y /N

if yes please forward a copy of the scoresheet listing all players

List the competition name -

Court number -

Description of Incident:

Provide a detailed account of what happened. Include specifics such as the individuals involved, location on the court, and any contributing factors.

Type of Incident:

- Injury
- Code of Conduct Violation
- Equipment Malfunction
- Other (Specify):

Severity of Incident:

Minor

Moderate

Major



Injured Party Information (if applicable):

Name: _____

Date of Birth _____

Phone: _____ Email: _____

Nature of Injury:

- Bruise
- Fracture
- Sprain
- Other (Specify): _____
- Strain

Actions Taken:

- Was first-aid administered
- Who administered first aid (Specify): _____
- What an ambulance called _____
- Was the injured person taken to hospital
- If so which hospital _____

- Referee Notified
- Supervisor Notified
- Other (Specify): _____

Witness Information:

Name of Witness 1: _____

Phone _____ Email: _____

Name of Witness 2: _____

Phone: _____ Email: _____

Additional Comments:

Include any additional information or comments relevant to the incident

Submitted By: _____ Date completed: _____

Position: _____

Phone: _____ Email: _____