



BASEBALL CALGARY INCIDENT REPORT

Appendix C

Process to lodge a formal incident/complaint:

- A complaint must be submitted in writing to the President of Baseball Calgary using this Incident Report;
- An Incident Report may be submitted by all members of Baseball Calgary, including but not limited to, coaches, athletes, parents, spectators, volunteers, directors, officers, team managers, team captains, Board member or officials.
- It is recommended the complainant wait 24 hours after the incident to submit the written complaint;
- It is expected the all complaints or issues will remain confidential between the complainant and the President;
- The President will determine the next course of action based on the infraction/s;
- The contents of this Incident Report should remain confidential.

Incident # _____

Date: _____ Report Submitted by: _____

Reason for Report: _____

Date & Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

List of Witnesses (if any):

Signature

To be completed by Baseball Calgary President and/or Board of Directors

Date Received: _____

Incident Report Received By: _____

Action Taken: _____

Further Action Needed: _____

Resolution/Recommendations: _____

Other Information/Comments: _____

Witness Statements Received From: _____

Signature

Name: _____

Contact Information: (phone/email) _____

Incident Reports will remain on file with Baseball Calgary as follows:

- **Minor Infractions – for one year after the incident date**
- **Major Infractions – for two years after the incident date.**



WITNESS STATEMENT

Incident # _____

Date: _____ Statement Submitted by: _____

Reason for Report: _____

Date & Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

Signature

Name: _____

Contact Information: (phone/email) _____