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**Safety Policy – Incident Reporting Form**

Vero Beach Rowing strongly encourages the reporting of misconduct. Vero Beach Rowing appreciates your willingness to report in appropriate behavior.

**This section is about the individual you are reporting. Please provide as much information as possible**

1. Name of individual you are reporting (First & Last)

Comments:

1. Position(s) this individual holds or held:

Head Coach\_\_\_ Assistant Coach\_\_\_ Club Member\_\_\_

Volunteer\_\_\_ Official\_\_\_ Club Employee\_\_\_

Other\_\_\_

**This Section asks questions about the incident or incidents you are reporting. Please provide as much specific information as you are able.**

1. Type of Offense (i.e. what happened?)
2. Where did the incident or incidents take place? (City, State, and any other location specific information)
3. Please describe what happened (including…who, what, when, where)

**This Section is for information about the victim or victims. If you are the victim and wish to remain anonymous, you may do so. In that case, please enter only your age, city, state, and club affiliation.**

1. Name(s):
2. Age (or approximate age):
3. Club affiliation (if any):
4. Contact phone number (Note, if this person is under 18, please provide contact information for his/her parent or guardian):
5. Contact Email address (Note, if this person is under 18, please provide contact information for his/her parent or guardian):

**Your information: You may remain anonymous if you wish. However, providing your information is vastly helpful to a swift and effective investigation. A person reporting alleged misconduct should not fear any retribution and/or consequence when filling a report that he or she believes to be true.**

1. Name:
2. Phone Number:
3. Email Address:
4. Club Affiliation (if any):
5. Relationship to victim (if any):

Self\_\_\_ Parent/Guardian\_\_\_ Other family member\_\_\_

Friend or Acquaintance\_\_\_ Club member/coach or volunteer\_\_\_

Other or prefer not to say\_\_\_

**Other information**

1. If you have any other information that you feel would be helpful to an investigation of the alleged offense you have reported, please do so here.