



## Gullane Golf Club Incident Reporting Form

Remember to maintain confidentiality on a need to know basis – do not discuss this incident with anyone other than those who need to know

Date:	
Location of Incident:	
Person reporting the incident:	
Contact Details Phone: Email: Role in Club/organisation:	
Name and contact details of individual involved  Does the individual have any additional needs	
Name and contact details of additional individuals	
Information about Incident:	
Agencies Contacted and advice received (Record date, time, name of person and advice received):	
Advice/Action taken by Club (date, time, type of communication:	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_