

# Instructions for Filing a Club Incident Report

Dear [Club Member/Staff Name],

To ensure that all club incidents are reported and addressed properly, please follow the instructions below to file an Incident Report:

## Step-by-Step Guide:

1. **Gather Information:** Collect all relevant details about the incident, including date, time, location, and individuals involved.
2. **Complete the Incident Report Form:** Download the form from our club website [insert link] and fill in all necessary sections.
3. **Submit Documentation:** Attach any additional evidence such as photos or witness statements, if applicable.
4. **Email the Report:** Send the completed report to [insert email address] with the subject line "Incident Report - [Incident Date]."
5. **Follow-Up:** After submission, please await confirmation from a club officer. You may be contacted for further information if needed.

If you have any questions or need assistance during this process, please do not hesitate to reach out to [insert contact information].

Thank you for your attention to this important matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Club Name]