

Incident Reporting Procedures

To: [Recipient Name]

From: [Your Name]

Date: [Date]

Subject: Incident Reporting Procedures for [Team Name]

Dear [Recipient Name],

This letter serves to outline the incident reporting procedures that must be followed by all members of the [Team Name]. In the event of an incident, it is crucial to adhere to the following steps to ensure proper documentation and response:

Step 1: Immediate Reporting

All incidents, including injuries, misconduct, or unsafe conditions, must be reported to the team coach or designated official immediately.

Step 2: Complete the Incident Report Form

After reporting, an **Incident Report Form** must be completed. This form can be obtained from the coach or the team's official website.

Step 3: Submit the Report

Return the completed form to the coach within 24 hours of the incident. Failure to comply may result in disciplinary actions.

Step 4: Follow Up

Follow up with the coach regarding any required actions or further procedures to be completed after the report's submission.

Thank you for your attention to these procedures. It is essential for the safety and well-being of our team.

Sincerely,

[Your Name]

[Position]

[Team Name]

[Contact Information]