

NVJCYO Incident Report

Whenever something out of the ordinary happens at an NVJCYO game, practice, or activity, your parish and the league must have a record of it to be sure that the situation has been handled, and that all of the necessary people are notified. This would include injuries, illnesses, incidents, behavioral issues, facilities damage, lack of respect for authority, unsportsmanlike behavior, etc. If you are unsure of whether to submit the form, please err on the side of caution and submit it.

1. For incidents which affect only one parish (e.g., incident occurs at a practice or parish-exclusive activity) this form should be submitted **BY THE COACH TO THE NVJCYO PARISH REPRESENTATIVE** as soon as possible (but only after all participants are safe and out of harm's way). As the designee of the pastor, the parish representative consults with parish staff to address the incident. Unless there is injury involved or the parish staff feels it important the incident be reported to the Diocesan Office of Youth, Campus, and Young Adult Ministries, the incident should be addressed at the parish level.
2. For incidents that affect more than one parish OR occur during NVJCYO league play or competition, this form should be submitted **BY THE COACH OR THE ACTING COMMISSIONER TO THE LEAGUE COMMISSIONER** as soon as possible but only after the incident has been handled and all participants are safe and out of harm's way. (The league commissioner will distribute to the Diocesan representative, the sport commissioner and the appropriate parish representatives.) **PLEASE NOTE THAT THE STUDENT INJURY ACCIDENT REPORT FORM MUST ALSO BE COMPLETED IF THERE IS AN INJURY INVOLVED (again, after all are out of harm's way).**

INCIDENT INFORMATION (REQUIRED)

Information of adult submitting the Incident Report:

Today's Date: _____ Date and Time of Incident: _____

Location of Incident: _____

Name of Acting Commissioner/Commissioner at event (if applicable) _____

Your Name: _____ Your Parish: _____

Your Role (e.g., AC, coach, spectator, referee): _____ Your Cell Phone: _____

Your Email: _____ Your Home Phone: _____

Information of person involved in the Incident (if different from above):

Name: _____ Parish: _____

Person's Role (e.g., coach, youth athlete, adult spectator, youth spectator): _____

Grade and Names of Team(s) Involved: _____

How was situation addressed at the time of incident?

Brief summary of the Incident: