

# Incident Report Form

Submit Completed Form To:  
Kathleen Rogers, Recreation Program Manager,  
Township of Horton  
2253 Johnston Road, RR 5  
Renfrew, Ontario K7V 3Z8

This form is to be utilized by anyone to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant, coach, other parent or fan.

Date and Time of Incident: \_\_\_\_\_

Name of Offending Individual: \_\_\_\_\_

Name(s) of additional witnesses: \_\_\_\_\_

**On a separate page, please attach a clear description of the unacceptable behavior witnessed. Please use black ink or type the report. Reports that are not legible will not be reviewed.**

You can expect an official to investigate your report. Unfortunately a written response to all reports is not possible, as our volunteers do not have the resources to do so. We do however hope to be able to contact complainants at some point during or after the investigation. Resolution typically takes 2 to 4 weeks from receipt.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_