

## NBIAA Incident Report Form

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**Purpose: Please complete the following NBIAA incident report form for any disciplinary offences that occurred during an NBIAA sanctioned event. Your school Principal must sign this completed form and submit it to your conference president within 72 hours of the incident. The NBIAA will only review forms submitted by the school coach or designate.**

1. Contact information of the person and school submitting the complaint:
  - a) Name: \_\_\_\_\_ Position: \_\_\_\_\_
  - b) Phone Number: \_\_\_\_\_
  - c) Email: \_\_\_\_\_
  - d) School Name: \_\_\_\_\_
2. Name of person, team and/or school believed to have committed the offence:
  - a) Name: \_\_\_\_\_ Number: \_\_\_\_\_
  - b) Sport team: \_\_\_\_\_
  - c) School: \_\_\_\_\_
3. Describe in detail the act(s) regarding the offence (attach additional pages if necessary):
4. When did the event occur? Provide specific dates and time if known.
5. Where did the event occur (school, city, address)?
6. Who was directly involved in the event? List all persons directly involved, and provide their contact information if available.
7. What other persons witnessed the event or otherwise have relevant information? List all persons, and provide their contact information if available.
8. What specific law, rule, agreement or policy was breached, if known?
9. Do you believe that criminal activity has occurred?
  - a) If yes, what is the nature of the crime believed to have been committed?
10. Have the police been contacted?
  - a) If yes, provide full details of any contact with the police, including dates of contact, identity of police officers involved, identity of person(s) who contacted the police, the nature of the contact with the police, and a description of what the police were told.
11. Did the event involve a potential discrimination, harassment or abuse?
  - a) If yes, have steps been taken under the Department of Education Policy 701? Please provide full details of any such steps.
12. Have any other steps been taken to address or resolve the complaint?
  - a) If yes, please describe:
13. Please provide any additional relevant information.

School Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_