USA Track & Field
INCIDENT REPORT FORM
Injury or Property Damage

Incident Report Forms should be completed and submitted to the National Office:

USA Track & Field
342 Massachusetts Avenue, Suite 400
Indianapolis, IN 46204

Fax #: (800) 833-1466
Email: sanctions@usatf.org or clubs@usatf.org

INJURED PERSON INFORMATION / PROPERTY DAMAGE OWNER

Last Name First Middle	**Telephone**	☐ **Single** ☐ **Married** ☐ **Male** ☐ **Female**
Address	**Employer and Address**	
Date of Incident **Time of Incident** ○ ○ **am / pm**	**Date of Birth**	
INJURED PERSON: ☐ Participant ☐ Official ☐ Coach ☐ Spectator ☐ Volunteer ☐ Other:	**EVENT:** ☐ USATF Sanctioned Event ☐ USATF Member Club Practice	
NAME OF EVENT: **Club Name:** **Association Name**: **USATF Membership #**:	**Does the injured person have other medical insurance?** ☐ **Yes** ☐ **No** If yes, please provide name of company and policy #:	

GUARDIAN/PARENT (IF INJURED PERSON IS A MINOR)

Name	**Telephone**
Address, City, State, Zip	

INCIDENT INFORMATION

BODY PART INJURED

☐ Ankle (L/R) ☐ Shoulder (L/R) ☐ Back
☐ Knee (L/R) ☐ Wrist (L/R) ☐ Neck
☐ Nose ☐ Finger ☐ Internal
☐ Head ☐ Eye (L/R) ☐ No Injury
☐ Tooth ☐ Ear (L/R) ☐ Other

If Ankle Injury, was ankle:
☐ Taped ☐ Supported
☐ Unsupported
Shoes: ☐ Yes ☐ No

If Knee Injury, was knee:
☐ Braced ☐ Supported
☐ Unsupported
Knee Pads: ☐ Yes ☐ No

INCIDENT OR PROPERTY DAMAGE

☐Collision (participant/spectator)
☐Collision (with object) ☐Slip/Fall
☐Collision (participant/participant) ☐Overexertion
☐Collision (spectator/spectator) ☐Assault/Sexual
☐Struck by falling/flying object ☐Assault/Non-Sexual
☐Caught in, on, between ☐**Property Damage**
☐Animal/insect bite/sting

COURT SURFACE

☐ Concrete ☐ Asphalt
☐ Grass ☐ Sand
☐ Wood ☐ Sport Court

If sport court, what is under-lying surface? ☐ Wood ☐ Asphalt ☐ Concrete

CLASSIFICATION

☐ Non-injury
☐ Minor injury or illness
☐ serious injury or illness

INCIDENT LOCATION

☐ Before Competition/Event
☐ During Competition/Event
☐ After Competition/Event
☐ Competition area
☐ Concession area
☐ Parking lot
☐ Admission area
☐ Restrooms/locker rooms
☐ Off property
☐ Bleachers/stands
☐ Merchandise Area

PRIMARY INJURY

☐ Allergy ☐ Dislocation
☐ Amputation ☐ Nausea
☐ Foreign Body ☐ Burn
☐ Laceration ☐ Fracture
☐ Heat Exhaustion ☐ Pain
☐ Hypertension ☐ Cardiac
☐ Cold Injury ☐ Contusion
☐ Electrical Shock ☐ Seizures
☐ Strain/Sprain ☐ Concussion
☐ Abrasion ☐ Sting/bite
☐ Illness ☐ Death

DISPOSITION

No care given: ☐ Patient refused ☐ Not needed
Released: ☐ To parent ☐ To personal vehicle
Referral: ☐ To doctor ☐ To hospital/clinic
EMS transport: ☐ Trainer recommended ☐ Patient/parent requested

Describe how the injury or property damage occurred: (attach a separate sheet if necessary)

WITNESS INFORMATION

Name	Address	Telephone Number
1.		
2.		

Tournament Director, Club Director, Coach and/or USA Track & Field Official completing this form:

Name: _____ **Signature:** _____ **Title:** _____ **Date:** _____ **Phone #:** (____)_____