

## INJURY/INCIDENT REPORT FORM

**Please use this form to report any injuries whilst playing rugby or taking part in organised rugby squad training sessions that fit any of the following definitions:**

1. An injury which results in the player being admitted to a hospital.
2. Deaths which occur during or within 6 hours of a game finishing.
3. An injury on artificial grass pitches or from equipment (e.g. sports goggles).

Date of report:		Date of injury:	
Player's name:		DoB or age:	
Club/School etc.		Team:	
Nature of suspected injury:			
Category:	<ol style="list-style-type: none"> <li>1. An injury which results in the player being admitted to a hospital.</li> <li>2. Deaths which occur during or within 6 hours of a game finishing.</li> <li>3. An injury on artificial grass pitches or from equipment (e.g. sports goggles).</li> </ol>		

### Injured player contact details

Player's contact number:			
Additional contact (e.g. Next of kin) name:			
Relationship to player:		Phone number:	

**Please submit as much of the following information as you can, as soon as possible following the incident.**

The RFU uses this data for contacting individuals (via the RFU Injured Players Foundation) and/or their clubs who are identified as requiring immediate support in the case of a potentially catastrophic injury. Information regarding the circumstances of injury may be used anonymously to monitor injuries throughout the game. Further information is available in the privacy policy at [IPF website](#).

Game	Training	Grass	Artificial grass	Other surface
Was there (please select)				
Appropriate first aid in place?		Yes	No	
Any alleged foul play relating to the injury event?		Yes	No	

### GAME INJURIES ONLY

Opposition Club/School etc.:		Team:	
Name of Referee:		Venue:	
Name of reporting person:			
Position within Club/School etc.:			
Contact telephone number			

**Once completed, please send this form to:**

RFU Sports Injuries Administrator: [sportsinjuriesadmin@rfu.com](mailto:sportsinjuriesadmin@rfu.com) or report by phone on **0800 298 0102**

Original club paper copy to be supplied to Ruth Habberfield Club CSO or Martin Barber Club RSL

Intentionally Blank

## REFEREE RFU REPORTABLE INCIDENT REPORT FORM

It is important that the referee records the event whilst it is clear in his/her mind. If the referee has any concerns about completing the report or requires assistance, he/ she should not hesitate to contact either the local Society secretary or the RFU Match Official Development Manager, Michael Patz at [michaelpatz@rfu.com](mailto:michaelpatz@rfu.com).

Home Team:		Away Team:	
Name of Home Team Captain:		Name of Away Team Captain:	
Name of Home Team Coach:		Name of Away Team Coach:	
Date of Match:		Level of Match:	

**Factual Summary of Incident (please use your "own words" and do not include speculation, opinion or guesswork)**

Was the match card submitted to the Referee Society?	Yes	No
Touch Judges' Names (if applicable):		
Name(s)/contact details of First Aid / Immediate Care staff attending:		
Name(s)/contact details of spectators who witnessed the incident:		
Referee's Name:		Date of report:
Phone No:		Email:

**Please submit one copy of the completed report to your Referees Society Secretary (retain for 6 years) and one to the RFU Sports Injuries Administrator via email [sportsinjuriesadmin@therfu.com](mailto:sportsinjuriesadmin@therfu.com) or post to Sports Injuries Administrator, Rugby Football Union, Rugby House, Rugby Rd, Twickenham, TW1 1DS.**

If the referee receives any communications from third party lawyers, these should be sent directly to his/her local society and emailed to the RFU Legal Department via [legal@rfu.com](mailto:legal@rfu.com). The injured party's advisors will often approach various sources seeking to obtain information such as the Club, individuals, the Referees' Society and/or the referee, and therefore any correspondence or telephone calls received from lawyers representing injured parties should be referred to the RFU's Legal Officer.



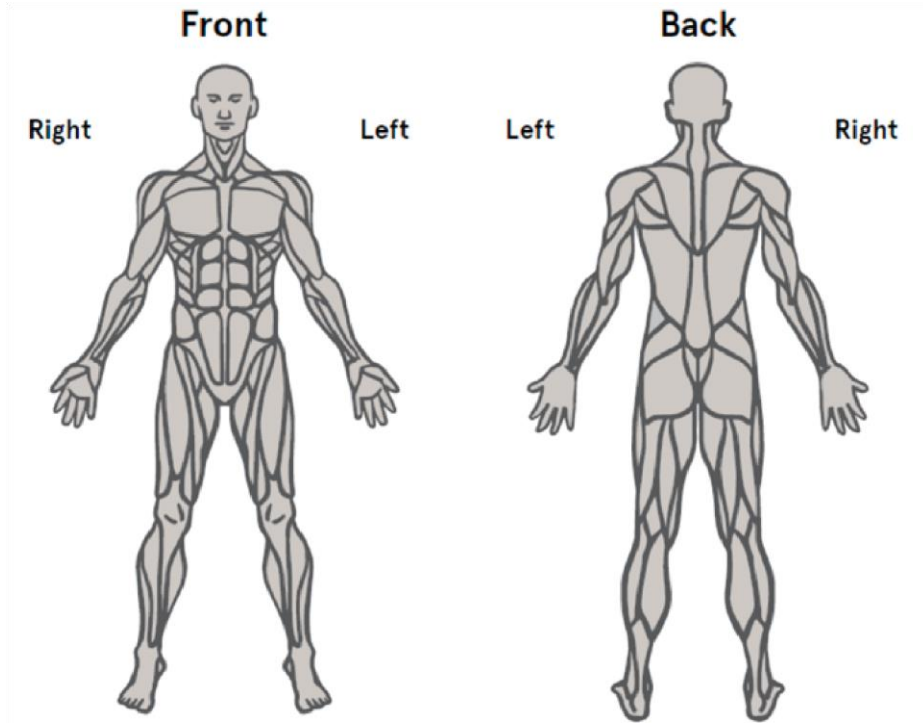
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Please note this is an Injury/Incident template for club use. Any RFU Reportable Events must be reported using the correct **RFU Reportable Event Form**.

Please see the **Pro Active App** for an online option for a Injury/Incident Reporting process.

		<b>Ref:</b>	
<b>About the person who had the incident/injury</b>			
Full name:			
Address:			
Postcode:		Age (if under 18)	
Activity being undertaken at time of incident/injury:			
<b>About the person reporting the incident/injury</b>			
Full name:			
Address:			
Postcode:		Age (if under 18)	
Role:			
Signed:		Date:	
<b>About the incident/injury - When and where</b>			
Date it took place:		Time:	
Where it took place (room or location)			
<b>About the incident/injury - What happened?</b>			
How did the incident/injury happen?			
What was the cause?			

If there were any injuries, what were they?  
 (Use diagram to indicate location and potential type injury)



**Additional Information**

Blank area for additional information.

**Action taken**

Ambulance called	Yes	No
Taken to hospital	Yes	No
Advised to seek further medical attention	Yes	No
Player/parent signature:	Date:	