

Serious Incident Reporting Form

Certified Official/Athletic Administrator



Purpose Statement: When a serious issue regarding safety, sportsmanship and/or incidents of bias occurs, this form should be completed and submitted to the Section One Office within 24 hours of the incident. The reporting form may only be initiated by either the school districts involved or by the certified officials assigned to the event.

- In accordance with the Section One DEI policy, it remains the responsibility of the school districts to investigate the incident, seek appropriate resolution and communicate outcomes.
- In accordance with the NYSPHSAA Handbook, “unprofessional conduct on the part of the official such as, but not limited to, taunting, baiting, use of profanity, shall be reported by a school administrator from the aggrieved school. A request will be made to the appropriate sport official’s chapter to investigate the incidence and to report their action to the section in a timely manner.

Reporting Form Procedures

Reporting:

The Serious Incident Reporting Form must be initiated by the school district(s) and/or Certified Official(s) involved in the specific incident. All incidents must also be immediately reported to the Athletic Administrators involved.

Items Requiring a Report:

1. Incidents of violence which occur before, during or after athletic contests
2. Incidents of bias involving athletes, spectators, officials, etc.

Reports are to be submitted to:

Todd Santabarbara, Executive Director

tsantabarbara@swboces.org

SWBOCES / Section One

Center for Interscholastic Athletics

450 Mamaroneck Avenue Harrison, NY 10528

Upon Receipt:

Section One will forward copies of the report to the Superintendent and Athletic Administrators of the involved districts along with, when applicable, the President of the appropriate Certified Officials Association.

At such time that the Executive Committee feels that no further action is warranted, the report(s) will be kept on file by the Center for Interscholastic Athletics (SWBOCES).

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Reporting Tool: The reporting form may only be initiated by either the school districts involved or by the certified officials assigned to the event. It remains the responsibility of the school districts and certified officials to investigate the incident, seek appropriate resolution and communicate outcomes. Depending on the nature of the incident, when serious incidents are reported, the Chief School Officers and/or the Officials Association Presidents involved in the incident will be notified immediately by Section One. This will permit internal review of the incident by the school districts and/or associations.

Your Name: _____

Date of Incident: _____

Sport: _____

Gender: _____

Level: _____

Teams Competing: _____ at _____

Location of Event: _____

Conditions Prior to the Incident: Include all circumstances that may have contributed to the incident:

Description of Incident: Please include the specific facts, timelines, the names of those involved...

Action Taken Onsite: Describe all actions taken at the scene by you and/or others involved.

Post Event Follow Up: Please describe any subsequent actions taken (ex: conversations, reports, etc.) after leaving the venue.

Date/Method: _____ notified Athletic Director

Prevention Strategies: Please share strategies that were utilized to prevent the incident from happening:

Submitting Official / AD

Association President / CSO

Date the Serious Complaint is being filed: _____

Attach additional page(s) if more space is needed.