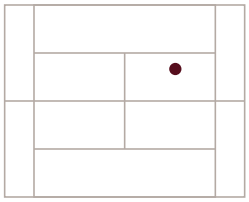
dante

TENNIS TRAINING



INJURY AND INCIDENT REPORT

CONFIDENTIAL / AUTHORIZED STAFF ONLY

Complete after immediate safety needs are addressed. Follow the Emergency Action Plan.

Report ID

Incident date and time

Athlete name

Age

Venue, address, and exact court or area

Coach supervising at the time

Type: injury, illness, near miss, conduct, or other

01 What happened

Activity and conditions immediately before the event

Factual sequence: distinguish direct observations from information reported by others

Observed symptoms, injury area, and athlete’s exact words where relevant. Do not diagnose.

Use a dated continuation sheet with the report ID if more space is needed.

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TENNIS TRAINING

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Report ID

Athlete name

02 Response and care

Actions and care provided, by whom, and at what times

911 or other emergency service contacted? Record yes or no, caller, time, and instructions.

Responding agency, arrival time, care handoff, and destination if known

Where were the other athletes and who supervised them?

Parent or guardian notification: name, method, time, outcome, and unsuccessful attempts

Do not delay emergency care or a required external report while completing this form.

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TENNIS TRAINING

INJURY AND INCIDENT REPORT

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Report ID

Athlete name

03 Release and follow up

Released to whom, relationship or agency, time, and condition observed at handoff

Witness names and secure contact reference. Store separate statements with the report ID.

Relevant evidence and secure storage reference. Do not embed public sharing links.

Follow up actions, responsible person, due date, and any return to activity restrictions

Safety lead notification and external reporting reference, if applicable, with dates and times

Report prepared by and role

Completion date and time

Reviewed by and review date

Record facts and preserve the original. Date and attribute later corrections or additions.

This form does not replace required reporting. Restrict access and follow the records policy.