

**NEW MEXICO ACTIVITIES ASSOCIATION
INCIDENT REPORTING FORM**

This form is to be used to report any incident, positive or negative, which occurs during an NMAA-sanctioned event. Incident reports should be completed and submitted to the NMAA office no later than 24 hours after an incident occurs. Please complete this form entirely and fax, mail or email it back to our office according to the above stated deadline.

Sport: _____

Gender: Boys Girls

Level: Varsity JV C-Team/9th Grade

Junior High/Middle School

Home Team: _____

Visiting Team: _____

Date of Contest: _____

Start Time: _____

Name or Number of Team/Individual Being Reported: _____

Role of Individual Being Reported: Coach Participant Official Other
(Specify): _____

Narrative of Incident: Please provide a full account of the incident, including any information of actions and events leading up to and after the incident that may be relevant. We ask that you site rules references, if applicable, and that you include names and numbers of coaches, players and/or officials, wherever possible. Please limit the narrative to the actual details of the incident and avoid editorializing in your narrative. Additional pages may be used if necessary.

Print Name of Person Completing Report: _____

Title: Administrator Coach Official Other (*Specify*): _____

Phone Number: _____ Email Address: _____

Signature of Person Completing Report: _____

Incident reports must be received by the NMAA office no later than 24 hours after the incident's occurrence. Please send reports via fax, email or mail to:



New Mexico Activities Association
c/o Randy Adrian, Assistant Director
6600 Palomas NE
Albuquerque, NM 87109



Fax: (505) 923-3114 Email: randy@nmact.org