**Appendix J – Incident Report – Additional Information Template**

INCIDENT REPORT – Additional Information

*This template is used where a hearings officer, Tribunal Chairperson (or other authorised person) wishes to obtain additional information about a particular incident (following receipt of the Incident Report form). This provides for greater information to be completed on reflection after an incident.*

*Insert date.*

**Insert name**

**Insert role at event or competition for the TFA Authority**

**Subject: Major Incident Report insert name and date of incident**

Dear Sir/Madam,

*Outline role and describe all of the particulars in connection with in the incident report – provide a detailed account of the incident which occurred – who was involved, where it took place, the time/stage of the match it occurred and your memory of what occurred. If you are referring to an action or information which you did not witness first-hand, please make it clear who informed you/provided the information.*

I thank you for the opportunity to provide this information in addition to the Incident Report completed on the *insert date*.

Kind Regards,

*Insert name*