APPENDIX C: Reporting Form for Incidents of Harassment and Abuse

ROWING SOUTH AFRICA REPORTING FORM FOR INCIDENTS OF HARASSMENT AND ABUSE							
1. Your name:					2. Name of organisation:		
3. Your role:							
4. Your contact information:							
Address:					Email address:		
					Telephone number:		
5. Name of the person you have concerns about [the individual]:					6. The individual's date of birth (dd-mm-yyyy):		
7. Their ethnic origin:					8. Does this person have a disability:		
☐ BLACK	☐ WHITE	☐ COLOURED	☐ INDIAN/ ASIAN	☐ OTHER	☐ YES	☐ NO	
10. The individual's gender:					9. The individual's position/role (athlete/coach/other):		
☐ MALE	☐ FEMALE	☐ NON-BINARY			☐ COACH	☐ ATHLETE	☐ OTHER
11. If they are under 18 years, full name(s) of their parent(s) / carer(s):							
12. Contact information (parents/carers):							
Address:					Email address:		
					Telephone number:		
13. Have the parents / carers been notified of this incident?							
☐ YES	☐ NO						
If YES please provide details of what was said/action agreed:							
14. Are you reporting your own concerns or responding to concerns raised by someone else:							
☐ RESPONDING TO MY OWN CONCERNS			☐ RESPONDING TO CONCERNS RAISED BY SOMEONE ELSE				

14.1 If responding to concerns raised by someone else, please provide further information below.	
4.1.1 Name of the person who has raised the concern to you:	
4.1.2 Position within the sport or relationship to the individual named above:	
4.1.3 Contact details of the individual named above	
Email address:	Telephone number:
15. Date and times of incident:	
16. Details of the incident or concerns. *Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.*	

17. The individual's account of the incident (if known):
18. Please provide any witness accounts of the incident:

19. Please provide details of any witnesses to the incident:	
Name:	Position within the club/organisation or relationship to the individual:
Date of birth (if child):	
Address:	Email address:
	Telephone number:
20. Please provide details of any person involved in this incident or alleged to have caused the incident / injury:	
Name:	Position within the club/organisation or relationship to the individual:
Date of birth (if child):	
Address:	Email address:
	Telephone number:
21. Please provide details of action taken to date:	
22. Has the incident been reported to any external agencies?	
☐ YES ☐ NO	
22.1 If YES please provide further details:	
Name of organisation / agency:	Contact person:
Telephone numbers:	Email address:
Agreed action or advice given:	
Your Signature:	Print name:
Date:	