



## SAFE SPORT INCIDENT REPORT FORM

Singapore Sailing Federation (SSF) requires reporting of misconduct by sailors, coaches, officials, staff and volunteers and strongly encourages reporting of any concerns relating to Safe Sport. By submitting this form, you are giving permission to SSF's Safeguarding officer and/or SportSG to contact you.

We encourage honest and effective reporting, knowingly making a false or vindictive report will not be tolerated and may be a violation of SSF's Code of Conduct.

Any individual may request to stay anonymous and such requests will be respected by the Singapore Sailing Federation and Sport Singapore. However, we encourage that personal information is disclosed to enable appropriate follow up.

For any assistance or submission of Safe Sport Incident Report Form, please email SSF's appointed Safeguarding Officer at: [safe\\_sport@singaporesailing.org.sg](mailto:safe_sport@singaporesailing.org.sg)

### Your personal details

I wish to remain anonymous No  Yes

<b>Full Name:</b>			
<b>Nationality:</b>			
<b>NRIC / Passport number (Last 4 digit / alphabet)</b>			
<b>Contact Number:</b>			
<b>Email:</b>			
<b>Gender (M / F):</b>		<b>Date of birth: (DD/MM/YYYY)</b>	
<b>Organisation (if any):</b>			



## SAFE SPORT INCIDENT REPORT FORM

### Individuals or entity you want to report

<b>Name of individual or entity:</b>	
<b>Organisation of the individual (if any):</b>	
<b>Designation of the individual (if any):</b>	
<b>Contact Information:</b>	
<b>Any other person(s) involved:</b>	
<b>Any other information about the individual or entity (e.g. your relationship with the individual or entity)</b>	

### Victim

Victim wish to remain anonymous:                      No     Yes



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<b>Full name:</b>	
<b>Age:</b>	
<b>Club Affiliation (if any):</b>	
<b>Additional Information:</b>	

### Details about the case

*Please describe the case in as much detail as possible.*

<b><i>Date of incident:</i></b>	
<b><i>Location of Incident</i></b>	
<p><b><i>Details of incident: (attach separate annex or evidence materials where applicable)</i></b></p> <p>Please complete the following by providing facts, not interpretations:</p> <ol style="list-style-type: none"> <li>1. Who were involved and/or present at the incident?</li> <li>2. When did the incident(s) take place? (Date and time and if the incident happened repeatedly)</li> <li>3. What took place during the incident(s)? (Please provide factual details and</li> </ol>	



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<p>witnesses' names and contact details)</p> <p>4. What are the circumstances that led to the incident(s)?</p> <p>5. Who in the NSA or other relevant authorities have been notified of the incident?</p> <p>6. If a police report was made, please advise details of the police report on the following:</p> <ul style="list-style-type: none"><li>a. Where the report was lodged (branch name)</li><li>b. When it was lodged</li><li>c. Report reference number</li></ul>	
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I hereby declare that the information and facts in this report are true and accurate:

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date of report

### Official Use - Details of Safeguarding Officer Receiving this Form

Name:	
Designation:	



## SAFE SPORT INCIDENT REPORT FORM

Signature and Date of receipt:	
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