



NATIONAL  
**SCRABBLE**<sup>®</sup>  
ASSOCIATION

## INCIDENT REPORT FORM

**Name & address of Director reporting incident:**

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**Phone where we may reach you during work hours** \_\_\_\_\_

**E-mail address (if any)** \_\_\_\_\_

**Name & contact information of people involved in incident:**

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**Date of incident** \_\_\_\_\_

**Was this during:**

- General Club meeting
- Local Club meeting
- NSA sanctioned and rated Club tournament

**Name(s) of witness.**

\_\_\_\_\_ Daytime # \_\_\_\_\_ e-mail \_\_\_\_\_

\_\_\_\_\_ Daytime # \_\_\_\_\_ e-mail \_\_\_\_\_

*Please try to have them submit a written statement of the incident with this form.*

*If unable to do so, please try to quote witnesses verbatim and have them initial that.*

**Please use a separate sheet to report the incident in detail.**