



Oakville Jaguars Soccer Academy

Oakville, ON | www.oakvillejaguars.com

Spectator Incident Report Form

For reporting spectator, parent, or guest conduct violations at OJSA events

Form Number	Version	Date Issued	Submit Within
OJSA-SC002	1.0	2025	48 hours of incident — info@oakvillejaguars.com

This form is used to document any conduct violation by a spectator, parent, guardian, or guest at an OJSA game, training session, or event. Reports are reviewed by the OJSA Disciplinary Officer within 5 business days. All parties will be given an opportunity to provide their account before a decision is made. Reports are kept confidentially on file.

If there is an immediate physical threat or safety concern, call 911 first. This form is for documentation purposes — it does not replace emergency response.

Section 1 — Report Details

Date of Incident		Time of Incident	
Location / Facility			
Game / Event Description	(e.g. U14 Boys (Yellow) — OJSA vs. Burlington SC)		
Event Type	☐ Game ☐ Practice ☐ Festival ☐ Tournament ☐ Other: _____		
Scheduled Event Time	(e.g. 5:00 pm – 6:00 pm)		
OJSA Team Involved		Report Submitted By	
Role of Person Submitting	☐ Coach ☐ Team Manager ☐ Match Official ☐ OJSA Staff ☐ Parent / Spectator ☐ Other: _____		
Contact Email / Phone			

Section 2 — Subject of the Report

(The person whose behaviour is being reported)

Full Name (if known)		
Relationship to OJSA	☐ Parent / Guardian of OJSA player ☐ Family member ☐ Friend / Guest ☐ Coach / Official ☐ Unknown / Other: _____	
OJSA Player They Are Associated With (if known)	Player's Team	

Physical Description (if name unknown)

(clothing colour, approximate age, distinguishing features, etc.)

Section 3 — Nature of the Incident

Check all categories that apply:

☐ Entering the field of play without permission	☐ Verbal abuse directed at a player
☐ Approaching or addressing a match official	☐ Verbal abuse directed at a coach or team official
☐ Confronting an opposing parent, coach or spectator	☐ Verbal abuse directed at a match official
☐ Discriminatory language or behaviour	☐ Threatening language
☐ Physical contact or physical threat toward any person	☐ Refusing to leave the facility when asked
☐ Disruptive behaviour during training session	☐ Violation of a previously issued game ban
☐ Other: _____	

Section 4 — Description of Incident

Provide a factual, detailed account of what occurred. Include the sequence of events, exact or approximate words used (where relevant), and any actions taken at the time.

Section 5 — Persons Directly Affected

List anyone who was directly targeted by or affected by the conduct (player, referee, coach, etc.):

Name	Role	Brief description of how they were affected

Section 6 — Witnesses

Name	Contact (email or phone)	Role (coach, parent, referee, etc.)

Section 7 — Immediate Action Taken

Describe any steps that were taken at the time of the incident (e.g. person was asked to leave, game was suspended, police were called):

Was the person asked to leave the facility? ☐ Yes ☐ No ☐ Left voluntarily

Were police contacted? ☐ Yes — Report / File Number: _____ ☐ No

Was a match official involved in managing the incident? ☐ Yes ☐ No

Was the event recorded? ☐ Yes — Spectator recording ☐ Yes — VEO / Club game cam ☐ Yes — Opponent game cam ☐ Multiple sources ☐ Not recorded / Unknown

If footage exists, note who holds it: _____

Section 8 — Previous Incidents

To the best of your knowledge, has this individual been subject to a previous Incident Report or warning from OJSA?

☐ Yes — approximately when: _____ ☐ No ☐ Unknown

Section 9 — Declaration

I confirm that the information provided in this report is accurate and truthful to the best of my knowledge. I understand that this report will be reviewed by the OJSA Disciplinary Officer and that all parties involved may be contacted as part of the review process.

Printed Full Name of Person Submitting

Date Submitted (MM/DD/YYYY)

Signature

Submission method: ☐ Email ☐ In Person

Submit to: **info@oakvillejaguars.com** — Subject line: "Spectator Incident Report — [Team Name] — [Date]"

Or in person at the OJSA office. **Reports must be submitted within 48 hours of the incident.**

FOR OJSA OFFICE USE ONLY

Date Received	Incident Report #	Assigned To	Prior Reports on File	Decision Date
Decision / Action Taken		Communicated to Subject on		

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