



SAFETY AND ACCOUNTABILITY FORM

INCIDENT REPORT FORM

VERSION 1.1 / AUGUST 2026

AVAILABLE FORM

A structured printable report for concerns affecting members, programs, events, platforms, or the wider community.

PURPOSE AND CONFIDENTIALITY

Use this form to document conduct, harassment, discrimination, retaliation, safeguarding, integrity, privacy, accessibility, security, or operational concerns. Provide facts as accurately as possible; it is acceptable to identify what you do not know. Reports are handled as privately as practical and shared only with people reasonably needed to assess or respond. Absolute confidentiality cannot be promised. If anyone faces immediate danger, contact emergency services first. Suspected child abuse should be reported to the appropriate child-protection authority; Pennsylvania ChildLine is 1-800-932-0313.

REPORTER INFORMATION

DATE OF REPORT

NAME OR GAMERTAG (OPTIONAL)

EMAIL / CONTACT (OPTIONAL)

ROLE OR CONNECTION

REPORTING AS

☐ Directly involved ☐ Witness ☐ For someone else

FOLLOW-UP REQUESTED

☐ Yes ☐ No ☐ If necessary

REPORT CATEGORY

- ☐ Community conduct or moderation
- ☐ Harassment, discrimination, or retaliation
- ☐ Safeguarding or minor-related concern
- ☐ Competitive integrity or cheating
- ☐ Privacy, account, or cybersecurity concern
- ☐ Travel, event, or physical safety
- ☐ Accessibility barrier
- ☐ Other

INCIDENT DETAILS

INCIDENT DATE

APPROXIMATE TIME

PLATFORM / EVENT / LOCATION

PEOPLE OR ACCOUNTS INVOLVED

WITNESSES

WHAT HAPPENED? INCLUDE SEQUENCE, CONTEXT, EXACT WORDS OR ACTIONS, AND WHAT YOU OBSERVED DIRECTLY.

IMPACT AND FOLLOW-UP

DESCRIBE THE IMPACT ON YOU, ANOTHER PERSON, THE TEAM, EVENT, PLATFORM, OR COMMUNITY.

IMMEDIATE RISK AND RESPONSE

- ☐ No immediate danger known
- ☐ Immediate danger or medical need
- ☐ A minor may be at risk
- ☐ Threats, doxxing, stalking, or account compromise
- ☐ Platform, tournament, police, emergency, or child-protection report already made

WHAT ACTION WAS TAKEN, BY WHOM, AND WHAT HELP IS NEEDED NOW?

SUPPORTING MATERIALS

- ☐ Screenshots
- ☐ Chat logs or direct messages
- ☐ Video, VOD, recording, or clip link
- ☐ Message, post, ticket, tournament, or platform link
- ☐ Witness statement
- ☐ File or attachment
- ☐ No supporting material available

LIST FILENAMES, LINKS, OR WHERE ORIGINAL EVIDENCE WAS PRESERVED. DO NOT EDIT ORIGINALS.

CONFIDENTIALITY PREFERENCE

- ☐ I am comfortable being identified to people reasonably necessary for review
- ☐ Please limit use of my identity as much as practical
- ☐ I am submitting anonymously and understand follow-up may be limited

PRIVACY AND NON-RETALIATION

Good-faith reporters, witnesses, and participants must not be retaliated against. Anonymous reports are accepted, but limited contact or missing facts may limit investigation and follow-up.

INTERNAL REVIEW RECORD

RECEIVED BY / DATE

INITIAL RISK LEVEL

☐ Routine ☐ Elevated ☐ Urgent

ASSIGNED REVIEWER

PROTECTIVE ACTION

STATUS

☐ Open ☐ Referred ☐ Resolved ☐ Closed

OUTCOME / NOTICE DATE

RESOLUTION SUMMARY AND RETENTION NOTES

SOURCE & REVIEW NOTE

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