

**TOWN OF NEEDHAM
PARK AND RECREATION DEPARTMENT**

ACCIDENT AND INCIDENT REPORTS

The Needham Park and Recreation Department needs to track data on use of its fields, including any accidents, medical concerns, and other issues related to the use of the fields. With synthetic fields now in use, along with natural grass fields, it is important for all groups to share this information with the department in a timely manner.

The *Accident and Medical Issues* form is to be used for any concerns related to the health of athletes, coaches and spectators. If someone is injured due to a condition at a field, it is important for that information to be reported as soon as possible. Examples: heat exhaustion, asthma or allergic reaction.

The *Incident Report* is for other issues that are field related but not specific to immediate health problems. Examples: vandalism, broken bench, fence problem, trash.

Please make sure your league officials are copied on any form that you fill out, and return completed forms to the Director of Park and Recreation ASAP. They can be e-mailed to pcarey@needhamma.gov or mailed to Park and Recreation, 178 Rosemary Street, Needham, MA 02494

Thank you for your assistance – and let's hope that we won't need to use too many forms!!