

## STATEMENT

I, [name], of [address], born [date of birth], [occupation] state:

[Use short, numbered paragraphs, and include in rough chronological order;

- 1) Information about you and your involvement with Tag League
- 2) Information about you and your involvement with the other organization
- 3) The name of the other organisation
- 4) The address of the other organisation
- 5) Information about any incidents, if more than one, set each out under different headings, such as **Conversation of 10 April 2015**
- 6) Detail what was said and who said it, who else overheard it, etc
- 7) If you write about a conversation you should:
  - a. Use the exact words that the person said, including swear words
  - b. Set out conversations in speech marks as accurately as possible. If you cannot remember exactly what was said you should add the phrase "words to the effect of".
- 8) State how the incident made you feel

This statement made by me accurately sets out the evidence that I would be prepared, if necessary, to give in court as a witness. The statement is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I will be liable to prosecution if I have wilfully stated in it anything that I know to be false or do not believe to be true.

Signed: [signature]

Dated: [date]

Witnessed by:

Name: [witness name]

Signed: [witness signature]

Dated: [date witnessed – should be same as date signed above]