**Reportable Incidents**

Members will report what Rowing Australia defines as an Incident, which is an event causing or involving:

* Loss of person from a boat where harm/ injury/ damage is caused, or in the event of a near miss
* NB Rowing ACT additionally requires all winter capsizes/ loss of person from a boat to be reported from 1 May to 30 September
* Death of, serious bodily harm, or danger to a person caused by a boat’s operations
* Material damage, or danger of serious damage of a boat,
* material damage caused by a boat’s operations
* Loss, presumed loss, stranding or abandonment of a boat
* Collision with a boat
* Danger of serious damage to a structure caused by a boat’s operations

All incidents will:

1. Be immediately reported to the Club Captain in person, by phone or by email
2. The Club Captain will request completion of an Incident Report Form which is required to include the following detail:
	1. Name/s of all people involved, including witnesses to the Incident
	2. Seat position/s in the boat
	3. Any injuries sustained, including the name of the injured person/s
	4. Extent/ type of injury
	5. Whether medical treatment was needed and/or sought
	6. Detailed description of damage sustained to Club equipment
3. The completed form will be submitted to the Club Captain
4. The Club Captain will submit to the Club President for final sign off and forwarding to Rowing ACT
5. The crew involved, or any other witnesses to the Incident will provide any additional information as requested the Club Captain or Club President

The Committee will review all Incidents to consider safety implications and actions needed, and whether an insurance claim is applicable.

The Committee may request those involved contribute to out of pocket expenses for the Club.