



## Incident Report Form

In the event of an accident or incident, either on the water, within the boathouse or at an event associated with a CLRC activity please complete this form and provide to the Club Safety Officer and/or Secretary. If required, the Safety Officer will send a copy to the Rowing ACT Safety Adviser (within 14 days)

Record the incident in the rowing and damage logs and notify the Boat Captain of the incident and provide details of any damage to equipment.

Name of club/school reporting the incident:

Person reporting the incident:

Role of person reporting: (Rower/Cox/Coach)

Address and contact details:

Types of boat involved (eg: 8x, 4-, 2+, 1x, etc):

Were the boats (please circle): Training / Racing / Recreational

What was the time and date of the incident? Date \_\_\_\_\_ am / \_\_\_\_\_ pm

Where did the incident occur?:

Please give a full description of the incident; this should include weather, water, stream & tide conditions:

If at night, or in conditions of poor visibility, what lights were being shown by all parties?

List any injuries sustained:

Add or attach any further comments or additional information you think could be useful, eg. list of witnesses with addresses etc:

What further actions have been or will be implemented to avoid repetition of incident? (Use a separate sheet if necessary):

Please include or attach any additional details e.g. drawings/ diagrams/ photographs if these will enhance the description:

***Draw/Place Diagram/Picture Here***



Club member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Club Safety Officer/Secretary: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:**

- ☐ Have you sent the original to the Rowing ACT Safety Advisor?
- ☐ Have you kept a copy of this and retained on file?
- ☐ Have you entered details into both the rowing and damage log?
- ☐ Have you notified the Boat Captain of any damage to equipment?