

## Incident Report Form

1. Please complete this form to report any accident, collision or capsized. Send the original to the RV Safety Adviser (within 14 days) and retain a copy on file at your club.
2. Notify the Captain of the incident and provide details of any damage to equipment.

Name of club/school reporting the incident: Richmond Rowing Club

Person reporting the incident: \_\_\_\_\_

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

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Post: \_\_\_\_\_

Tel (h): \_\_\_\_\_ Tel (m): \_\_\_\_\_

What clubs or third parties were involved?: \_\_\_\_\_

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? \_\_\_\_\_ 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: \_\_\_\_\_

\_\_\_\_\_

List any damage sustained to boat/s / property: \_\_\_\_\_

\_\_\_\_\_

Add or attach any further comments or additional information you think could be useful, e. g. 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

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

**NOTE:**

- Have you sent the original to the RV safety Advisor?
- Have you kept a copy of this and retained on file?
- Have you notified the Captain of any damage to equipment?