

# Rowing Club Incident Report

☐ Injury ☐ Near miss ☐ Capsize ☐ Collision ☐ Equipment failure ☐ Other

## 1. WHEN AND WHERE

| DATE                                                                                | TIME | SESSION / OUTING |
|-------------------------------------------------------------------------------------|------|------------------|
| <div>PRECISE LOCATION (E.G. "200M UPSTREAM OF THE ROAD BRIDGE, TOWPATH SIDE")</div> |      |                  |

## 2. WHO

| PEOPLE DIRECTLY INVOLVED (NAMES, SQUADS) | WITNESSES (NAMES, CONTACT) |
|------------------------------------------|----------------------------|
| <div></div>                              | <div></div>                |
| DUTY COACH / SESSION LEADER              |                            |

## 3. BOATS AND EQUIPMENT

BOATS, BLADES, LAUNCHES OR TRAILERS INVOLVED, AND ANY DAMAGE

*Damage noted here should also go on the boat's maintenance record.*

## 4. CONDITIONS

| STREAM / TIDE STATE | WIND AND VISIBILITY | TEMPERATURE / DAYLIGHT |
|---------------------|---------------------|------------------------|
|                     |                     |                        |

## 5. WHAT HAPPENED

FACTUAL ACCOUNT IN YOUR OWN WORDS - WHAT WAS SEEN AND DONE, NOT WHOSE FAULT IT WAS

## 6. INJURIES AND TREATMENT

| INJURIES (HOWEVER MINOR) AND FIRST AID GIVEN | MEDICAL HELP CALLED? WHO WAS INFORMED? |
|----------------------------------------------|----------------------------------------|
| <div></div>                                  | <div></div>                            |

## 7. ACTIONS AND REPORTING

FOLLOW-UP ACTIONS, EACH WITH A NAMED OWNER AND DATE

| RISK ASSESSMENT REVIEW NEEDED? Y/N | REPORTED TO ROWING AUSTRALIA / STATE ASSOC.? DATE | COMPLETED BY (NAME, SIGNATURE) |
|------------------------------------|---------------------------------------------------|--------------------------------|
|                                    |                                                   |                                |

*Club-level record. Does not replace statutory reporting duties or your governing body's requirements. Affiliated clubs should follow Rowing Australia and state association incident reporting processes. Contains personal data - store securely, limit access.*