

Rowing Club Incident Report

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

1. WHEN AND WHERE

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

2. WHO

PEOPLE DIRECTLY INVOLVED (NAMES, SQUADS)

WITNESSES (NAMES, CONTACT)

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?

7. ACTIONS AND REPORTING

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

RISK ASSESSMENT REVIEW NEEDED? Y/N	REPORTED TO ROWING NEW ZEALAND? 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 New Zealand's incident reporting process. Contains personal data - store securely, limit access.