



Rowing Canada Aviron - Incident Report Form

This form is to be completed by a rowing club or regatta organizer whenever there is an incident during a rowing activity involving injury to a person or damage to equipment not owned by the club/regatta organizer.

When completing this form or interviewing witnesses to determine what happened be extremely conscious of the need for a factual description without assignment of blame, explicit or implied, and without admission of fault. Attach extra sheets if needed. The completed form should be sent immediately by e-mail to Alethia Clarke, RCA Member Services Coordinator: aclarke@rowingcanada.org

Name of Member Organization reporting the incident: _____

Contact person reporting the incident: _____

Name: _____ Position/Role: _____

Address _____

Telephone: Cell: _____ Home: _____ E-mail: _____

Names of those involved in the incident (including third parties)

1. Name: _____ Club _____

Address: _____

Phone: _____ E-Mail: _____

2. Name: _____ Club _____

Address: _____

Phone: _____ E-Mail: _____

3. Name: _____ Club _____

Address: _____

Phone: _____ E-Mail: _____

Date and time of incident: 20____ am/pm

Where did incident occur? _____

Did the incident occur during a regatta, training or otherwise (specify)? _____

List any injuries, where they were treated and by whom: _____

List any damage to boats and property: _____

Please describe the incident. State only the facts of what was observed. Do not try to determine who, if anyone, might have been at fault (e.g., do not say that a crew “ignored” an official’s signals or instructions – the crew may not have seen or heard them).

Include a description of the weather, visibility, water and current or tide conditions. Attach drawings, diagrams, and photographs if these will aid in the description.

List witnesses:

1. Name: _____ Club _____

Address: _____

Phone: _____ E-Mail: _____

2. Name: _____ Club _____

Address: _____

Phone: _____ E-Mail: _____

3. Name: _____ Club _____

Address: _____

Phone: _____ E-Mail: _____

4. Name: _____ Club _____

Address: _____

Phone: _____ E-Mail: _____

5. Name: _____ Club _____

Address: _____

Phone: _____ E-Mail: _____

Identify any investigating agencies contacted (e.g., police, harbor commission, coast guard)

1. Agency: _____ Officer's name: _____

Badge number: _____

2. Agency: _____ Officer's name: _____

Badge number: _____

Signatures

Member Organization official: _____ Print name: _____

Person reporting the incident: _____ Date _____