Incident Report Form

Incident Log Book Reference Number

Please complete this form to report a equipment. Retain a copy and send to (Continue on separate sheets when	he original to the	e Sound Rowers club		s damage to
Name of club/regatta/head reporting to	he incident			
Name of contact person reporting the	incident			
Your role at the club/regatta/race				
Address				
Phone: Work				
What clubs or third parties were invol	ved?			
Types of boat involved, e.g. 8x, 2+, 1. Were the boats (please tick)	x, etc. Training? Racing? Just on an outi	ng?		
What was the time and date of the inc	cident?	am/pm 		20
Where did the incident occur?				
Please give a full description of the ir dark or in conditions of poor visibility attach any additional details, e.g. description.	y, what lights w drawings / dia	ere being shown by grams / photograph	all parties? Please s if these will er	include or hance the
Continue on a separate sheet if nece	ssarv			



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List any injuries sustained; who treated them and where.
Also list any damage sustained by boat(s) or to 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):
Signatures. Date Officer of the Club 20
Club Safety Adviser Have you sent the original to the Sound Rowers club secretary? Yes No
Have you sent attachments to any/all of the above and have you retained copies? Yes No If attachments sent, how many sheets? Number of sheets