

LONDON ROWING CLUB INCIDENT REPORT

This form is to be completed by a rowing club member, parent or regatta organizer whenever there is an incident during a rowing activity involving injury to a person, damage to equipment or an infraction occurs. 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: lrc@londonrowingclub.on.ca, or put in the boxes at the Boathouse or club.

DATE & TIME OF REPORT: _____

REPORTER'S NAME: _____

LRC PROGRAM AFFILIATION: _____

HOME ADDRESS: _____

PHONE: EMAIL: _____

DATE & TIME OF INCIDENT/INFRACTION: _____

LOCATION OF INCIDENT/INFRACTION: _____

1. DESCRIBE FULL DESCRIPTION OF ALL EVENTS LEADING UP TO AND INCLUDING THE INCIDENT:

2. WITNESSES - INCLUDE FULL NAME, ADDRESS, PHONE AND ATTACH STATEMENT IF NECESSARY

- 1.
- 2.
- 3.

3. WHO RESPONDED TO THE INCIDENT - INCLUDE ALL PARTIES COACHES, TRAINERS, HARBOR PATROL, PARAMEDICS...

IF THERE WAS NOT AN INJURY INVOLVED, PLEASE SKIP TO QUESTION #8. IF THIS IS A COMPLAINT OF AN INFRACTION, PLEASE SKIP TO QUESTION #11.

4. IF AN INJURY WAS INVOLVED PLEASE PROVIDE THE FOLLOWING

INJURED PERSON'S NAME:

ADDRESS:

PHONE:

SEX: F OR M

MEMBER OF LRC: Y OR N

5. DESCRIBE INJURY:

6. WAS FIRST AID REQUIRED?

7. WHO PROVIDED FIRST AID TREATMENT?

8. PLEASE LIST ALL THE LRC EQUIPMENT INVOLVED IN THE INCIDENT:

9. PLEASE DESCRIBE THE DAMAGE TO THE LRC EQUIPMENT:

10. PLEASE REPORT ANY IMMEDIATE WORK THAT WAS DONE TO REPAIR THE DAMAGE, HOW AND WHERE THE EQUIPMENT WAS LEFT AFTER THE INCIDENT.

11. PLEASE PROVIDE THE DETAILS OF THE INFRACTION. PLEASE STATE ONLY FACTS

12. WAS THE INFRACTION REPORTED TO A COACH OR LRC BOARD MEMBER

13. NAMES OF PARTIES INVOLVED IN THE INFRACTION

14. VERIFICATION STATEMENT: BY SIGNING THIS DOCUMENT, I VERIFY THAT THIS REPORT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

REPORTER'S SIGNATURE _____

DATE: _____

PLEASE SUBMIT INCIDENT REPORT AS SOON AS THE INCIDENT OCCURS. ANY INDIVIDUAL REPORTING A COMPLAINT OF AN INFRACTION MUST BE MADE WITHIN 14 DAYS OF THE ALLEGED INFRACTION.