

ROWING VICTORIA INCIDENT REPORT FORM

FM-ADMIN-004

Rowing Victoria

March 2005

This form is to be completed in the event of an on-water or off-water incident where by rowers or rower is injured during bone fide training and/or competition. This form is to be completed to report near misses of incidents where by a rower or rower could have been injured during bone fide training and/or competition.

1.0 PERSONAL DETAILS

1.1 Person 1 involved in incident

Surname: _____ First Name: _____ Mobile: _____

Email: _____ Address: _____

Suburb: _____ Postcode: _____ Club/School: _____

1.2 Person 2 involved in incident

Surname: _____ First Name: _____ Mobile: _____

Email: _____ Address: _____

Suburb: _____ Postcode: _____ Club/School: _____

1.3 Other persons involved in incident

Provide details as requested above on a separate sheet of paper and attach to this form when submitting to Rowing Victoria.

2.0 INCIDENT PARTICULARS

2.1 Nature of Incident (*tick all that apply*)

- Collision between rowing vessels
- Collision between rowing vessel & fixed structure (i.e. bank/jetty/etc)
- Collision between rowing vessel & powered vessel
- Rowing vessels not obeying water way rules
- Powered vessels not obeying water way rules
- Obstructions present in rowing course
- Other (specify details using additional paper and attach with this report when submitting to Rowing Victoria).

2.2 Vessel Particulars Involved

- Number of rowing vessels _____
- Type of rowing vessel (e.g. 1x, 2- 4+, etc) _____
- Number of powered vessels involved _____
- Type of powered vessels (e.g. ferry, barge, speed boat, etc) _____
- Other non-powered vessels (e.g. canoe/kayak)
- Registration Number _____
- Vessel Name _____
- Other (specify details using additional paper and attach with this report when submitting to Rowing Victoria).

2.3 Incident Contributors (circle all that apply in your opinion contributed to the incident)

- | | |
|------------------------|----------------------|
| Clear | Strong Current |
| Rain | Strong Wind |
| Fog/haze | Equipment failure |
| Flood | Safety lights absent |
| Choppy | Excessive speed |
| Rough/very rough water | Poor judgement |

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Other (specify details) _____

3.0 INJURY

Describe in detail any injuries and required treatment (i.e. first aid required or ambulance called) as a result of the incident. Include the number of any fatalities if occurred:

4.0 INCIDENT DETAILS

Date of Incident: ___/___/_____

Please describe in **accurate detail and in typed print**, what happened. Include sequence of events, failure of equipment, inappropriate equipment, etc. to help describe the incident. Diagrams may be used. Please attach additional sheets where required. Use the box provided:

5.0 WITNESSES

- No witnesses

Name	Address	Telephone

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Signature of person completing report

Report Date: ___/___/___

Submit entire form to Rowing Victoria by:

Fax: 03 9820 4888

Mail: Level 1, Suite 13, 20 Commercial Rd, Melbourne 3004.

6.0 INCIDENT ACTION *(Rowing Victoria use only)*

Action Description	By Who	Target Date	Finish Date