

Amateur Rowing Association.

INCIDENT REPORT FORM.



(to be completed by ARA affiliated Clubs, Regattas or Head Races).

Please complete this form to report any accident, collision or capsize, *whether or not* involving injury to persons or damage to equipment. Retain a copy and, as required by the ARA Water Safety Code, paragraph 7, send a copy to the Safety Adviser at your Regional Rowing Council and the original to the Amateur Rowing Association, 6 Lower Mall, London W6 9DJ.
 (Continue on separate sheets wherever necessary.)

Name of the Club, Regatta or Head Race reporting the incident:	
Name of the contact person reporting the incident & their club / regatta role.	
Address:	
Postcode:	Title of position held:
Phone numbers: Work:	Home:

What clubs or third parties were involved?:
Types of Boats involved e.g. 8x, 4 -, 2+ , 1x ,etc.:
Were the boats 'Training', 'Racing' or just on an 'Outing':
What ARA divisions or regions do parties belong? :

What was the time and date of the incident?	:	a.m./p.m..	/	/

Where did the incident occur?

Please give a full description of the incident; this should include weather, water, stream & tide conditions. If after dark or in conditions of poor visibility, what lights were being shown by all parties? Please include or attach any additional details e.g. drawings / diagrams / photographs if these will enhance the description.

List any injuries sustained, by whom; 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):

Signature:

Date:

Have you sent the original to the Amateur Rowing Association?

Y / N.

Have you sent a copy to your Regional Rowing Council Safety Advisor?	Y / N.
Have you sent any attachments to all the above parties and have you retained your copies? If attachments sent, how many sheets?	Y / N. No: