



Jackson-Reed Crew

Incident Report Form

Intention: In order to maintain a safe rowing environment and to meet the guidelines laid out in the Safety Plan, all occurrences of injury major or minor, collision, flipping, etc. must be reported using this form. This form may be submitted electronically or in physical form to the head coach.

PROCEDURES:

1. This incident report form (IRF) is intended to be used for:
 - a. Any person overboard
 - b. Swamping or flipping
 - c. Personal injury
 - d. Any collision
 - e. Other serious issues as identified by the supervising coach
2. The person responsible for filing this IRF is:
 - a. The coach in charge at the time of the incident. If multiple coaches are present at the time of the incident, the coach closest to the incident should file the report. The other involved coaches should also record their comments and attach them to the main report.
 - b. Any person who observes a breach of the Jackson-Reed rules or regulations
3. IRFs must be submitted to the head coach of Jackson-Reed Crew within 24 hours of an incident. Failure to submit within 24 hours may result in disciplinary action.

Incident Type.

Check the appropriate box. You may check multiple boxes.

- Collision
- Swamping or Flipping
- Personal Injury
- Violating Jackson-Reed Crew rules and regulations
- Witness to unsafe or illegal conduct
- Other (describe below)

Were there any injuries?

- Yes (explain at the end of this form)
- No

Was any equipment damaged?

- Yes (explain at the end of this form)
- No

Describe the incident in detail. Use the back of this form if more room is necessary.

Information surrounding the incident

Date and time	
Location	
Numbers of persons involved	
Number of persons requiring treatment	
Weather and/or Water conditions at time of incident:	

Reporter's Name: _____

Phone: _____

Email: _____

Signature: _____

Date: _____