**Rowing ACT Incident**

**Report Form**

This form must be completed to report any collision, near miss and winter capsize. Retain the original and provide a copy to your Club Safety Officer and Rowing ACT Safety Officer

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Individual reporting the incident: | | | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Name of club/school reporting the incident: | | | | | | | |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Role of person reporting the incident: | | | | |  | | | | | | | | | | | | | | | | | |
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| Address: | |  | | | | | | | | | | | | | | | | | | | | |
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| Suburb: |  | | | | | | | | | State: | | | |  | | | | | Postcode: | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Phone # (h): | | | ( ) | | | | | | | | | Phone # (m): | | | |  | | | | | | |
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| Which club or third parties were involved? | | | | | | | | | | | | | | | | | | | | | | |
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| Types of boat involved (e.g. 8+, 4-, 2x, 1x, etc): | | | | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Were the boats (please mark with an X): | | | | | | Training | | | | | | |  | | Racing | | |  | | Recreational | |  |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Date of the incident: | | | |  | | | | | | | Time of the incident: | | | | | |  | | | | | |
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| Where did the incident occur? | | | | | | | | | | | | | | | | | | | | | | |
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| Please give a full description of the incident; this should include weather, water, and any other  conditions which contributed to the incident: | | | | | | | | | | | | | | | | | | | | | | |
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| If at night or conditions of poor visibility, what lights were being shown by all parties? | | | | | | | | | | | | | | | | | | | | | | |
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| List any injuries sustained: | | | | | | | | | | | | | | | | | | | | | | |
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| List any damage sustained to boat/s or property: | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | |
| Add or attach any further comments or additional information you think could be useful, e.g. list of  witnesses (please remember to included witnesses contact information): | | | | | | | | | | | | | | | | | | | | | | |
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| What further actions have been or will be implemented to avoid repartition of the incident? (Use a  separate sheet if necessary): | | | | | | | | | | | | | | | | | | | | | | |
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Please include or attach any additional details e.g. drawings / diagrams / photographs if these will enhance the description:

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| --- |
| *Draw / Place Diagram / Picture Here* |
|  |

Please now print this document and sign below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Person reporting | Signature: |  | Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Club President | Signature: |  | Date: |  |

Remember:

* Make 2 copies of this form. Your club should keep 1 and send the other to the Rowing ACT Safety officer at [safety@rowingact.org.au](https://www.rowingact.org.au:8443/smb/email-address/edit/id/44)
* Keep the original for your records.

RA defines an incident or near incident as an event causing or involving:  the loss of a person from a boat;  the death of, or grievous bodily harm to, a person caused by a boat’s operations; the loss or presumed loss or abandonment of a boat; a collision with a boat;  the stranding of a boat; material damage to a boat; material damage caused by a boat’s operations; danger to a person caused by a boat’s operations; danger of serious damage to a boat; and, danger of serious damage to a structure caused by a boat’s operations.