**Schick Civil Waikato Rowing Club**

**Incident Report Form**

Please complete this form to report any serious incident involving injury to persons or serious damage to equipment (continue on separate sheets wherever necessary).

**Date and Time of Incident:**

**Name of Person Reporting Incident:**

**Email Address:**

**Contact number:**

**Date & Time of Incident:**

**Details of Craft/s involved (name, size, etc.):**

**Who were the crew of the Boat/s involved?**

**Where did the incident take place?**

**What were the conditions at the time? Visibility, wind strength, wind direction, weather, water conditions?**

**Describe the event which took place. attach diagrams/photos if necessary**

**List any injuries sustained and who treated them.**

**List any damages to boats and property.**

**What further actions could be implemented to avoid repetition of incident?**

**Signed                                                                                               date**

**Safety officer/club captain                                                                 date**