

# INCIDENT REPORT FORM

*SCOPE: To ensure a safe community boating facility, all occurrences of injury major or minor, collision, flipping, etc must be reported using this form.*

See details below. Thank you!

## **PROCEDURES:**

1. This Incident Report Form (IRF) is to report:
  - a. Any person overboard
  - b. Swamping or flipping, including singles
  - c. Any personal injury, no matter how small or insignificant.
  - d. A collision
2. The person responsible for filing this IRF is:
  - a. The coach or Crew Leader in charge at the time of the incident.
  - b. The person involved in the incident if no Coach or Crew Leader was required.
  - c. Any person who observes a breach of the OCRA Rules and Regulations.
3. IRF's must be filed with OCRA's Board of Directors via OCRA's Head Coach within 24 hours of the incident.
  - a. Failure to submit within 24 hours may result in immediate suspension of membership or privileges at OCRA.
4. IRF's may be filed anonymously.

## **DIRECTIONS:**

1. Complete this IRF in it's entirety with as much detailed information as possible within 24 hours of the occurrence of the incident.
2. Hand deliver to any full time OCRA staff.

**1. Were there any injuries?** yes no

**2. Was any equipment damaged?** yes no ← if yes, fill out separate Damage Report Form

**3. Check the appropriate box.** If incident is not listed, write-in.

Collision

Swamping or Flipping

Personal Injury

Violating OCRA rules and regulations

Witness to unsafe or illegal conduct

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

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**5. Information surrounding the incident:**

Date and time: \_\_\_\_\_ Location: \_\_\_\_\_

Number of persons involved: \_\_\_\_\_ Number requiring treatment: \_\_\_\_\_  
\_\_\_\_\_

Weather and/or Water conditions at time of incident:  
\_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

