Incident or Accident Report

*Tip: Include this form on your club’s website.*

Incident or Accident



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| In case of an incident or accident, please complete as many parts of this form as are applicable to the situation. |

|  |  |
| --- | --- |
| **Contact details** | |
| Initial contact name |  |
| Phone Number |  |
| Name and address of person involved |  |
| Phone number |  |

|  |  |
| --- | --- |
| **Incident details** | |
| Location of incident |  |
| Date of incident |  |
| Description of incident |  |
| Signature of person involved |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Witness contact details** | | | | |
| **1** | Name |  | DOB |  |
|  | Address |  | Phone No. |  |
| **2** | Name |  | DOB |  |
|  | Address |  | Phone No. |  |

|  |  |  |
| --- | --- | --- |
| **Details of any injuries** | | |
| Injury received? | | No  Yes |
| If yes, provide details | | |
|  | | |
| Detail of person injured | | |
| Name | |  | | |
| Address | |  | | |
| Phone number | |  | | |

|  |  |
| --- | --- |
| **Property damage** | |
| Was property damaged? | No  Yes |
| If yes, provide the following details | |
| Type of property damaged | |  | |
| Description of damage | |  | |
| Location of property | |  | |
| Estimated cost of repairs | |  | |
| Details of property owner | |
| Name | |  | |
| Address | |  | |
| Phone number | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Person making report** | | | |
| Name |  | Date |  |
| Signature |  | Phone no. |  |