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. |

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

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

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

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

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| **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  |  |

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