



Accident Report Form

In the event of an accident, the following procedure should be followed by the club:

- Fill in 2 copies of the Accident reporting form for **ALL** accidents.
- Make contact with Emergency Contact of injured member if necessary;
- One copy of form to incident book/folder.
- Forward 1 copy to designated person for record keeping/action required.
- Contact emergency services if required.
- Record in detail all facts surrounding the accident, witnesses etc.
- Any further action.
- Sign off on any follow-up action required from Welfare Officer.

Brown Shoes Triathlon Club	
Coach in attendance:	
Address:	
Day time/ evening Tel No:	
Email address:	

Injured person information:	
Name of injured person:	
Address:	
Date of birth:	
Gender:	Male / Female



Accident information:			
Date of accident:		Time of accident:	
Date reported:		Time reported:	
Accident reported by who:			
Location of accident:			
Details of injury:			
Nature and how accident happened: (note road, weather conditions etc)			
Did anyone witness the accident:	Yes / No <i>(If Yes, state witness name/s and details below)</i>		
Name of witnesses:			
First aid involved: <i>(please provide details)</i>			
Emergency contact notified?	Yes / No <i>(If Yes, by whom and when below)</i>		
Emergency contact notified by whom and when:			
Form completed by:			
Recommended action to be taken:			
Refer to Welfare Officer:	Yes / No <i>(If Yes, signature and name below)</i>		
Signature:			
Print name:			



Has the person returned to the organisation?	Yes / No
Signature of committee representative:	
Print name:	
Role within organisation:	