



**Victoria City Rowing Club**  
5100 Patricia Bay Highway  
Victoria, BC, V8Y 2T6  
Phone: 250-658-5331 Fax: 250-658-5361  
E-mail: clubadmin@vcrc.bc.ca

## Incident Report Form

- This form should be completed by anyone wishing to report an incident involving any person or group/crew/team affiliated with VCRC
- Please submit the completed form to your Attending Coach, or the Club Manager, within 24hrs of the incident's occurrence
- **If the incident involves an injury, please fill out the VCRC Injury Report Form AS WELL**
- This document is confidential when complete

Today's Date: \_\_\_\_\_

### CONTACT INFORMATION

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

Phone No.: \_\_\_\_\_

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

Male       Female

Age: \_\_\_\_\_

Program/Rowing Club: \_\_\_\_\_

Attending Coach: \_\_\_\_\_

### INCIDENT INFORMATION

Date and Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Type of Incident (*check any/all that apply*)

- Incident/Collision on the lake
- Alleged Breach of Athlete Code of Conduct
- Alleged Breach of Coach Code of Conduct
- Injury



**Victoria City Rowing Club**

5100 Patricia Bay Highway

Victoria, BC, V8Y 2T6

Phone: 250-658-5331 Fax: 250-658-5361

E-mail: clubadmin@vcrc.bc.ca

Description of incident/circumstances: *(if more space is required, please complete a separate page and attach it to this report)*

*When reporting collisions, please be as specific as possible, including; direction of travel, boat positions, any corrective action taken, weather conditions or other contributing factors, etc. If possible, please include a diagram.*

---

---

---

---

---

---

---

---

---

---

---

---

**ATHLETE/CREW INFORMATION**

Athlete Name(s) *(If applicable, please list all involved and their seat numbers):*

---

---

---

Attending Coach's Name:

---

Boat Name(s):

---

Your Signature:

---

Date:

---

Parent/guardian name (if person less than 18 years old):

---

Parent/guardian signature:

---

Date:

---

Other Witnesses to Incident:

---

Phone/Email of Witnesses:

---

**THANK YOU!**

---



**Victoria City Rowing Club**

5100 Patricia Bay Highway

Victoria, BC, V8Y 2T6

Phone: 250-658-5331 Fax: 250-658-5361

E-mail: clubadmin@vcrc.bc.ca

**THE FOLLOWING IS FOR VCRC MANAGEMENT AND MEMBERS OF THE BOARD OF DIRECTORS TO  
FILL OUT UPON RECEIPT OF THIS INCIDENT REPORT**

Date Incident Report Received in Office: \_\_\_\_\_

Club Manager's Action Report:

---

---

---

---

Club Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Incident Report Received by BOD's: \_\_\_\_\_

BOD's Action Report:

---

---

---

Signature of Director: \_\_\_\_\_ Date: \_\_\_\_\_

CONFIDENTIAL