

Protocol for Dealing with Incidents of Equipment damaging

Crew Captain, Equipment Managers, Coxes and Scullers are especially responsible for the safety and care of all our members and equipment but all persons need to be aware of and responsible for what happens in and around our equipment and boathouse.

Any injuries to persons must be reported immediately to the Club President.

1. All breakages, damage to boat, parts of the boat, oars and sculls must be reported to the Boat Captain who will notify the Coaches and Board as needed. Please ensure that it is written up on the White Board in the boathouse. Other users of the boat must be told of the problem where it affects them especially when it will impact on their rowing.

2. All members who are involved or witnessed the incident must fill in the Incident Form fully and return to the Boat Captain no later than 48 hours. The Boat Captain will keep a log of the Incident reports and recommend changes in procedures where necessary.

3. The Equipment Manager/ Sculler/Crew Captain must ensure that the damage is made good in a timely manner to limit inconvenience to other boat users. This may involve a member fixing the damage or the Boat captain detailing a more competent person to do it or monies for the repair having to be supplied by the crew/sculler who caused the damage. If the damage requires an Insurance Claim, the crew/sculler may be requested to contribute the deductible or help get the equipment to the repair shop etc.

4. The Crew/sculler involved in the damage will immediately refrain from using club equipment at that level and voluntarily drop themselves down a Skill level until such time as the Board has reviewed the incident or the crew/sculler is reviewed by the Club Coaches.

Incident Report Form

Name of Contact Person reporting the incident.....

Phone; Cell..... Home.....

List all peoples involve:

What equipment was involved?

Was anyone injured? Whom and give details.

What was the Time and Date of the Incident?

Where did it take place?

If on the water, give temperature, wind speed and direction, state of tide, cloud cover, visibility.

Please give a full and detailed description of the incident. Include drawings, photos etc where they aid understanding.

List and state what was the extent of the damage?

List names and contact details of witnesses.

How could this accident have been avoided?

Signed

Date.....

Action taken by Boat Captain

Date matter resolved