

Vero Beach Rowing
Incident Policy & Procedure

Purpose

The incident policy and procedure intends to document safety incidents that occur at Vero Beach Rowing and to determine follow up action to maintain a high safety level for all Vero Beach Rowing participants.

Policy Statement

An incident may be filed by any beneficiary of Vero Beach Rowing regarding incidents related to club activities.

Definition

An incident can occur for a variety of reasons. Incidents include but are not limited to a perceived threat of member safety, an injury has occurred, the first aid kit was used, a violation of VBR safety policy, damage to equipment or facility/grounds.

Objectives

The incident procedure is designed to provide a venue for reporting events impacting participant safety. The goal is to provide resolutions that will prevent incidents from occurring in the future and to create a safer environment for all.

General Principles

The Operations committee will review all incident reports and ensure that resolutions are enacted in an efficient manner.

Filing an Incident

The incident report form can be found online or filled out at the boathouse.

Incident Review Procedure

The incident report will be reviewed by the Operations committee. The committee will notify the person who filed the report of any resolution that will occur. The goal is to review the incidents within a few days and provide follow up to procedures in a timely fashion.

Incident Resolution & Communication

A summary of the incidents will be included in the Operation's Committee monthly board update. When appropriate modifications to VBR policy will be communicated to the larger organization in a timely manner, either by the operations committee or by the head coach and coaching staff.

Vero Beach Rowing Incident Report Form

Incident reports must be filed immediately after an incident occurs and submitted through the website or dropped off in the Head Coach/Boathouse Manager office.

For an emergency, please contact the Head Coach.

Contact Information of Person Making Report

Name: _____ Date of Report: _____

E-Mail: _____ Phone Number: _____

VBR Affiliation: _____

Incident Details

Date of Incident: _____ Time of Incident(AM/PM): _____

Type of Incident: Injury First Aid Kit Damaged Equipment
 Safety Threat Policy Violation Damaged Facility
 Other: _____

Additional Information (Check if Applicable)

Location of Incident: Marina North Merrill-Barber South Merrill-Barber
 Gifford Cut Grand Harbor Dock
 Boat Yard Boat Bays Upstairs Boathouse

Name of Shell(s): _____

Shell(s) Involved: 8 4 4x (Quad) 2x or 2 (Double/Pair) 1x (Single)

Coxed: No Yes

Bow/Stern Lights Used: No Yes Not required at time

Damage to Rowing Equipment: No Yes, and described below in Narrative Section

VBR Crew(s) Involved: High School Middle School Masters Visiting

Experience Level: Novice 2-3 years 4-5 years > 6 years

Injuries: No Yes, described in Description of Incident

Coaches involved: _____

Location of Nearest Launch at Time of Incident: _____

Safety Equipment Used (First Aid Kit, PFD, etc): _____

Incident Narrative

Description of Incident:

Individuals Involved:

For Operations Committee:

Investigated by:

Recommendation:

Action Taken: