

EVENT INCIDENT/INJURY REPORT FORM



PONY CLUB
WESTERN AUSTRALIA

A club official (not the member) should complete this form in duplicate on the day that the injury/ incident occurs.

One copy of this form to be retained by the club, one copy for be forwarded to Pony Club WA.

(Please note: Failure to forward incident report form to Pony Club WA may compromise the validity of claims)

Details of the Member who has been injured or caused property damage

Member Number		Member Type (Please Tick)
Pony Club		<input type="checkbox"/> Riding Member (up to 17 years)
First Name		<input type="checkbox"/> Associate Member (17-24 years)
Second Name		<input type="checkbox"/> Adult Supporter
Address		<input type="checkbox"/> Affiliate Rider
Suburb	Postcode	<input type="checkbox"/> Club Coach
Parent/Guardian (if under 18)		<input type="checkbox"/> Open Rider
		<input type="checkbox"/> Other:

Injury/Incident Detail

Date	Approximate Time
Place of Injury/Incident	
Reported By	Reported to
What was the member doing when the injury/incident occurred?	
Was the member authorised to perform this task/function	<input type="checkbox"/> Yes <input type="checkbox"/> No
How did the injury/incident occur?	
Nature and extent of the injury/incident?	
Action Taken	
Did you admit liability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you receive first aid treatment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was an ambulance used?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, time of arrival?	
Did you go to hospital?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which hospital	
Hospital address	
Doctor who attended	

Witnesses to the injury/incident

Coach on Duty	Phone
Name Witness 1	Phone
Name Witness 2	Phone
Name Witness 3	Phone
Form Completed by	Position
Club Secretary Signature	Date
Club President Signature	Date
NOTE: This is a report form, not an insurance claim form. Claim form required?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Submit Form
(Please save to your PC first)