

# Rowing South Australia

## Incident Reporting Procedure

---

**Purpose:** Rowing South Australia (Rowing SA) is committed to providing a safe environment for all athletes, members, coaches, volunteers, officials, spectators, and visitors. The purpose of this policy is to ensure that all incidents, near misses, hazards, and injuries occurring at any Rowing SA event, competition, training session, or club activity whilst within the Rowing SA venue, are reported promptly, recorded accurately, and investigated appropriately to prevent recurrence.

All individuals involved in rowing activities under the authority of Rowing SA — including athletes, members, coaches, volunteers, officials, and visitors — must report any incident, injury, near miss, or identified hazard without delay. Early reporting supports prompt action, assists injured persons, and helps maintain safe conditions for everyone on and around the water.

Clubs must ensure that all members have access to and are educated and aware of their individual responsibilities to report incidents using the relevant incident reporting procedures.

### Reporting Procedure

#### **Immediate Response**

If someone is injured, provide first aid immediately and seek medical assistance if required.

If a hazard poses an immediate danger (e.g., damaged equipment, unsafe weather conditions, obstruction on course), take reasonable steps to control the hazard if safe to do so and notify others in the area.

#### **Notify Appropriate Personnel**

Report the incident or hazard to your Club Captain, Coach, Safety Officer, and Rowing SA, as soon as possible.

For significant incidents (serious injury, major equipment failure, or environmental hazard), notify the Rowing SA Safety Officer or Chief Executive Officer as soon as practicable.

#### **Complete an Incident Report Form**

Complete the [Rowing SA Incident Report Form](#) within 24 hours of the incident occurring.

Forms are available through via the Rowing SA website. - <https://rowingsa.asn.au/incident-reporting>

If you require assistance to complete the form, ask your Club Safety Officer or a Rowing SA staff member.

#### **Investigation and Corrective Action**

All reported incidents and hazards will be reviewed by the Rowing SA.

Where appropriate, an investigation will be conducted to identify the root cause(s) and determine what action is needed to prevent recurrence.

Corrective actions may include changes to procedures, equipment checks, training updates, or communication to members.

### **Record Keeping and Compliance**

All incident reports and investigation outcomes will be documented and securely stored in accordance with Rowing SA's record-keeping requirements.

Where required, serious incidents will be reported to Rowing Australia and/or relevant regulatory authorities in line with legal obligations.

### **Continuous Improvement**

Trends and learnings from incident reports will be reviewed regularly by Rowing SA's Board of Management in conjunction with the Rowing SA CEO.

This policy and its procedures will be reviewed annually, or sooner if significant incidents occur, to ensure they remain current and effective.

### **Responsibilities**

<b>All Members and Participants.</b>	Responsible for promptly reporting incidents, near misses, and hazards
<b>Affiliated Clubs and Schools</b>	Responsible for Ensuring all club members are aware of and comply all traffic, rules, and safety requirements of relevant waterways.
<b>Safety Officers</b>	Responsible for ensuring Club Coaches and Athletes are aware of rules and safety requirements (including club or shed rules).
	Be the main point of contact between the club and Rowing SA regarding safety and rules issues (including breaches, general updates, communication).
	Responsible for monitoring compliance, conducting, or coordinating investigations, and implementing improvements
<b>Rowing SA Staff:</b>	Responsible for monitoring compliance, conducting, or coordinating investigations, and implementing improvements

### **Contact Information**

For urgent safety matters, please contact:

Rowing SA Chief Executive Officer: [aswift@rowingsa.asn.au](mailto:aswift@rowingsa.asn.au)

General enquiries, Operations Manager: [cnewberry@rowingsa.asn.au](mailto:cnewberry@rowingsa.asn.au)