

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.

Scope:

This procedure applies to all incidents occurring during activities conducted under the authority of Rowing South Australia, including:

- Rowing SA regattas and sanctioned events
- training sessions conducted at Rowing SA venues
- activities conducted by affiliated clubs and schools within Rowing SA facilities
- interactions between participants, coaches, officials, volunteers, spectators, and visitors.

This procedure applies to incidents involving:

- injury or illness
- hazards or near misses
- equipment or environmental risks
- breaches of safety procedures or regatta rules
- inappropriate behaviour or conduct by participants.

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.

Review, Investigation and Corrective Action

All reported incidents and hazards will be reviewed by 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.

Monitoring of Incident Trends

Rowing SA may consider multiple incident reports involving the same individual, club, or activity when assessing participant conduct and determining appropriate corrective actions.

Patterns of behaviour identified through incident reporting may result in additional measures being implemented to ensure safe, respectful, and compliant participation in Rowing SA activities.

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

Rowing South Australia is responsible for monitoring compliance with this procedure, reviewing incident reports, coordinating investigations where required, and determining appropriate corrective actions.

Where incidents involve potential breaches of Rowing SA policies, the Rowing SA Code of Conduct, or integrity frameworks, the matter may be managed under the relevant policy or referred to the appropriate authority.

All Members and Participants.	Responsible for promptly reporting incidents, near misses, and hazards
Affiliated Clubs and Schools	Responsible for Ensuring all club members are aware of and comply all traffic, rules, and safety requirements of relevant waterways.
Safety Officers	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
Rowing SA Staff:	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

General enquiries, Operations Manager: cnewberry@rowingsa.asn.au