

ASSOCIATION OF RUNNING CLUBS

INCIDENT REPORT FORM

Club..... Event/Activity.....
Location.....
Date..... Approx Time of Incident.....

PERSONAL INJURY

Nature of Injury.....
Treatment Given.....
Name of Injured Person(s).....
Age.....
Address.....
.....
Tel No..... Occupation.....
Circumstances / Further Information.....
.....
.....

PROPERTY DAMAGE

Details of Damage.....
.....
Name of Owner (if known).....
Address.....
.....
Tel No.....
Circumstances/Further Information.....
.....
.....

WITNESSES or PEOPLE REPORTING INJURY or DAMAGE

Name
Address.....
..... Tel No.....
Name
Address.....
..... Tel No.....

Has the incident been reported to the police ?
Details of Officer/Station.....

Was the injured person taken to hospital ?.....
Hospital Name and Location

Please outline any implied or actual threat of legal action

Who in your view is responsible for the incident ?.....

Any Additional Information/Comment/Opinion (in confidence).....
.....
.....

To be completed by a Responsible Official

The above information is correct and complete, to the best of my knowledge.

Name.....

Address.....
.....

Phone..... e-mail.....

Club.....

Signed Date.....

Please Note

The ARC insurance policy provides public liability cover. It protects clubs, their officers, coaches, leaders, officials and voluntary workers in connection with any ARC permitted event or other club activity. It does not provide accident, medical or property insurance (storm damage, fire, theft, loss etc) except in circumstances where these give rise to a claim for negligence or other liability.

However recent legal requirements mean that:

1. All injuries, accidents or incidents which could give rise to a claim must be reported to ARC **within one week**. Any injury which, in a place of employment, would be recorded in an Accident Book, should be reported to ARC using this form or in some other written form.
2. Any insured person or club who receives notice of a claim **must forward it to ARC within one week of receipt**.

Failure to observe these requirements could invalidate the cover

Association of Running Clubs, Michael White, 19 Sheephouse Green, Wotton,
Dorking, Surrey, RH5 6QW. E-mail secretary@runningclubs.org.uk