

Cataraqui Canoe Club – Incident Report

PURPOSE

Please complete this form in the event that an incident or accident occurs during a club sanctioned event, hike, paddle, etc. Incident reports would be related to injury, near misses, health issues, lost participants or other situations that posed a problem. These situations are not limited to those for which help such as an ambulance was called. Sample situations include:

- Serious accident
- Health issue that posed a problem
- Accident of a less serious nature that was dangerous
- Lost participant(s) or separated groups
- Communication issues
- Equipment failure affecting safety
- Capsize in hazardous conditions

Some incidents are of such a serious nature that our insurance company must be notified. Others are for tracking and follow-up purposes in order to avoid a future problem.

STEPS

- Download and complete the Incident Report form available from Resources For Trip Leaders on the CCC website
- Carefully document every accident, injury or incident within 24 hours of occurrence
- Record location, nature of the hazard and the injury (if applicable), the circumstances, any property damage, contributing factors, witnesses, medical attention if any, and agency response
- Attending club participants (including volunteers, leaders, etc.) should never admit liability or fault at any time
- File Report forms with the Board within 48 hours for future reference. Email to: events@cataraquicanoe.ca
- Reports will be stored on the CCC shared drive

SAMPLE INCIDENT REPORT

Leader Name: John Doe
Report Author: John Doe
Phone Number (author): 613-777-8888
Incident Date: AUG 11, 2025
Time: 11:45 am
Names of Witnesses to the event: Georgina Campbell

Event/Location: Paddle Desert Lake to Frontenac Provincial Park up Mitchell Creek
Weather: hot and humid, about 30 degrees C; wind 30 km/h SW
Conditions of the incident: hiking up relatively steep climb for lunch

Describe the incident (injury, lost participant, etc.): Josh Black was unable to reach lookout, felt faint and sat on a rock
Name and contact info of the participant /injured party: Josh Black, 613-444-5555
Name and contact info of emergency contact: Betty Davis, 613-354-6778
Police/fire/paramedic information including name, badge number, police report #, phone number: N/A
Describe any property damage: N/A

Describe any injuries: none

Describe any actions taken: Josh mentioned that he had not been feeling well for the last few days but thought he was over the health issue. He sat and had water until feeling better, with someone from the group staying with him while the rest continued to the lookout point. A tow was offered while paddling back but he and his partner were able to return without aid (tandem canoe).

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Leader Name:

Report Author(s):

Phone Number:

Incident Date:

Time:

Names of Witnesses to the event:

Event/Location:

Weather:

Conditions of the incident:

Describe the incident (injury, lost participant, capsize etc.):

Name and contact info of the participant /injured party:

Name and contact info of emergency contact:

Police/fire/paramedic information including name, badge number, police report #, phone number:

Describe any property damage:

Describe any injuries:

Describe any actions taken:

Recommendations/Follow-up (to be completed by CCC Board):

Email completed form to: events@cataraquicanoe.ca