

Northern Virginia Running Club
MEMBER ACCIDENT/INCIDENT FORM

Member Name(s): _____ Phone: _____

Adult

Youth (Under 18) Parent/Guardian Name: _____ Phone: _____

This form is to be completed by attending NOVA Running Club board member and the person(s) involved when there are injuries, member issues, or property or equipment damage. Submit completed reports to Club President, Vice President, or Membership Coordinator. Use additional paper or back of this form if needed.

Notify the Coach and a board member immediately if an incident occurs! Dial 911 if appropriate!

Type of Incident Injury Member Issue Property/Equipment Damage Other

Date of Incident: _____ **Time of Incident:** _____

Specific Location of Incident: _____

Explain the details of the incident (use back of form or additional paper if needed):

If an injury, describe extent of the injury:

Was an ambulance called? Yes No **Did member refuse ambulance?** Yes No

NOVA Board Member Notified? Name _____ **Position** _____ **Time** _____

Member Emergency Contact Notified? Yes No **Name** _____ **Relationship:** _____

If applicable describe the extent of property/equipment damage, take photos of the damage:

Name of witnesses (if any): _____ **Phone:** _____

Signature of Member involved: _____

(Parent/ Guardian if member is under 18)

NOVA Board USE ONLY

Describe any unsafe condition or act:

What action was taken to follow-up on unsafe condition/act?

Board Member Signature: _____ **Date:** _____