

Sample Incident Report Form

Incident Report

Date of report: \_\_\_\_\_  
Date of incident: \_\_\_\_\_  
Time of incident: \_\_\_\_\_

Injured Name: \_\_\_\_\_  
Age: \_\_\_\_\_ Gender: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Family contact (name and phone): \_\_\_\_\_

Incident Data

Location of incident: \_\_\_\_\_  
Description of incident: \_\_\_\_\_  
Was an injury sustained? yes / no  
If yes, describe the type of injury: \_\_\_\_\_

Witnessed by: \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: \_\_\_\_\_

Facility Data

Facility: \_\_\_\_\_ Ph: \_\_\_\_\_  
Number of staff on duty at time of incident: \_\_\_\_\_  
Weather conditions at time of incident: \_\_\_\_\_  
Playing surface conditions at time of incident: \_\_\_\_\_  
Name(s) of staff involved in incident: \_\_\_\_\_

Report Prepared by (signature): \_\_\_\_\_  
Name & Position (print): \_\_\_\_\_

Care Provided

Did victim refuse medical attention by staff? \_\_\_\_\_ yes / no  
Was care provided by facility staff? \_\_\_\_\_ yes / no  
Name of the person who provided care: \_\_\_\_\_

Describe in detail care provided: \_\_\_\_\_  
  
Was EMS called? \_\_\_\_\_ yes / no  
If yes, by whom? \_\_\_\_\_  
Time of call: \_\_\_\_\_  
Time of EMS arrival: \_\_\_\_\_

Was the victim transported to an emergency facility? \_\_\_\_\_ yes / no  
If yes, where? \_\_\_\_\_  
  
Did victim return to activity? \_\_\_\_\_ yes / no  
If no, what was the referral action taken? \_\_\_\_\_

\_\_\_\_\_  
**Signature of Victim**  
**Or, if a minor, the parent or guardian**

What If ... ???

A player enters at your tournament but does not have a USRA Membership Card or any other proof of membership. They plead to you, stating they joined at another event two weeks ago. What do you do?

First, it is absolutely necessary that every participant be a current member of the USRA. The **only** way to verify this is to:

- 1. Confirm registration against the USRA membership list which is provided to every sanctioned tournament
- 2. Have the player present a valid USRA Competitive License
- 3. Have the player produce a signed copy of their application receipt (yellow copy).

If the participant cannot be verified as a current member by any of the three methods cited above, you must assume they are not a member — and a competitive license must be purchased before they are permitted to walk on the court. If membership is later verified for the player, it will be extended for the additional one-year period.

**If you allow a non-member to participate, insurance coverage for the entire event is jeopardized.**  
The protection afforded to you – the tournament director – as well as that of any opponents of the non-member (should injury occur during competition) will become null and void.

The USRA will assist you in verifying any out-of-state entrants who may have signed up to play in your event. Prior to tournament registration you may call the national office at 719/635-5396 to make individual inquiries. With sufficient planning, you may also be able to fax a list of the names you would like verified and we will respond in the same day, if at all possible.



SAFETY  
ISSUES IN  
HOSTING A  
SANCTIONED  
EVENT



United States Olympic Committee  
National Governing Body



United States Racquetball Association  
1685 West Uintah  
Colorado Springs, CO 80904-2921  
Tel: 719/635-5396  
Fax: 719/635-0685  
www.racquetball.org  
www.usra.org

BE PREPARED!

We live in a litigious society. In the world of sport, racquetball is no different from any of its big-name, major-league counterparts. Many elements of risk are posed during competition – some predictable, others unforeseeable. To assist tournament promoters, hosts and event directors, the USRA has compiled these safety precautions ... for the protection of **everyone** involved in your sanctioned event.

Sanctioning your event through the United States Racquetball Association is the first step in providing your tournament entrants with **the best competition in the safest environment**. It’s one of the USRA’s most important goals, and we’ve made it easy for you to do the same, with ...

Emergency Action Plan

Every tournament director should understand and take the necessary steps to implement a proper emergency action plan. The Emergency Action Plan may be modified to meet your particular club needs.

Emergency Telephone Lists

Each event should have emergency numbers prominently displayed and easily accessible to all event personnel. A sample emergency telephone list & information sheet is shown at right.

Incident Report Form

This form, or a similar version, must be completed for **every** accident. An individual should be assigned this duty and be specific with regards to times of incident, witnesses, etc.

*We want your event to be safe and enjoyable for all players!*

Insurance

Sanctioning protects your players and your club with two-part insurance coverage – secondary accident coverage for your entrants, and site liability coverage for your facility. USRA members are protected from excess medical expense in the event of injury at your event; and your tournament facility is protected from damage claims related to the event.

Your properly sanctioned event will receive:

- \$5,000,000 General Aggregate per event liability coverage\*
- Secondary accident medical insurance for all USRA registered members\*\*

\*The USRA’s \$5 million liability insurance benefit is contingent upon having all participants be current in their USRA competitive license memberships.Failure to insure this may result in forfeiture of event sanction & liability coverage.

\*\*If injury occurs at a sanctioned event, the competitive license holder can file a claim for what could be considered “catastrophic coverage.” The participant’s primary carrier must meet the deductible before the secondary coverage goes into effect. The injured party must be treated by a physician within 30 days of the injury and the claimant form must be filed within 90 days of the accident.

Failure to follow these guidelines may result in forfeiture of this benefit. A complete outline of the liability and athlete insurance is available on request. **Remember that all incidents, no matter how minor, must be reported to the USRA immediately.**

Emergency Action Plan

1. Describe layout of facility - include!
  - locations of first aid equipment, flashlights, fire extinguishers
  - location of telephones
  - exits and evacuation routes
2. Make a list of support personnel
  - front desk staff (extension # of telephone)
  - club manager or person on staff trained in CPR (*must know where these people are at all times, i.e. a schedule to cover entire tournament*)
  - tournament director
3. Have numbers readily available
  - EMS personnel
  - police
  - fire department
  - hospitals
4. Staff responsibilities – Make sure each staff member knows their duties!
  - who will call emergency numbers
  - crowd control
  - who will meet EMS
  - who will provide care in an emergency
  - record keeping
5. Communication
  - when to call 911
  - chain of command
  - who will contact family;
  - a person to deal with the club, press
6. Follow-up
  - complete accident report form
  - replace first aid equipment
  - evaluate action plan and debrief staff
  - check on condition of athlete

EmergencyTelephone List

Dial ( ) for outside line

EMS \_\_\_\_\_  
Fire \_\_\_\_\_  
Police \_\_\_\_\_  
Poison Control Center \_\_\_\_\_

Other Important Numbers  
Club Manager \_\_\_\_\_  
Power Company \_\_\_\_\_  
Gas Company \_\_\_\_\_  
Hospital with 24 hour Medical Service \_\_\_\_\_

CPR Certified Personnel

Name	Hours on Site	Telephone
_____		
_____		
_____		

Be prepared to give this information to EMS dispatcher ...

1. Location \_\_\_\_\_  
Address \_\_\_\_\_  
City or Town \_\_\_\_\_  
Directions: \_\_\_\_\_
2. This telephone # is: \_\_\_\_\_
3. Caller’s Name \_\_\_\_\_
4. What happened \_\_\_\_\_
5. How many people are injured \_\_\_\_\_
6. Condition of injured person \_\_\_\_\_
7. Help (care) being provided: \_\_\_\_\_

Do not hang up - let dispatcher hang up first.  
(Keep this form by Emergency Phones)