

CASCADE BICYCLE CLUB INCIDENT AND WITNESS REPORTS GUIDELINES FOR RIDE LEADERS

If you're leading a Cascade Bicycle Club (CBC) ride and one of your riders is involved in a serious incident, you must complete an *Incident report* and have any witnesses complete a *Witness Report*.

These two forms gather important information about the incident including how it occurred, the nature of any injuries (if applicable), and how the incident was handled by the ride leader and others who responded. You should complete an *Incident Report* and have any witnesses complete a *Witness Report* as soon after the incident as possible so everyone still remembers the details of what happened.

Please complete the *Incident Report* and ask witnesses to complete the *Witness Report* in the following situations:

- 🚲 Emergency medical services are called (for example, 911).
- 🚲 A rider is seriously injured (for example abrasions, lesions, bone fractures, disorientation, and so on).
- 🚲 A rider has hit his or her head, or other head trauma occurs.
- 🚲 You recommend that a rider get medical care and the rider refuses.
- 🚲 The incident involves a rider and a motor vehicle.
- 🚲 Property damage has occurred.
- 🚲 Anything else that you think warrants documentation. *If in doubt, complete the forms.*

If an incident occurs, call the CBC office, the Rides Committee Chair, or the President of the CBC Board Of Directors as soon as possible.

Phone numbers for the current Rides Committee Chair and President are listed in the *Cascade Courier*.

Please refer all questions about the incident to the Rides Committee Chair or the President of the CBC Board of Directors – these people will act as spokespersons for the club. Please do not speculate about the incident with riders, volunteers, or others gathered at the scene. Cooperate fully with all medical and law enforcement personnel who respond to the incident.

If you have any questions, call the CBC office, the Rides Committee Chair, or the President of the CBC Board of Directors.

Please return completed Incident Reports and Witness Reports to: Cascade Bicycle Club, PO Box 15165, Seattle, WA 98115

