



Incident Report Guidelines for Ride Leaders

(6 May 2022)

If you're leading a Free Group Ride and one of your riders is involved in an incident, the most important concerns are to make sure the riders and the scene are safe, and any injured riders receive appropriate first aid. Please cooperate fully with all medical and law enforcement personnel who respond to the incident. Do not speculate about the incident around others, or attempt to attribute any responsibility.

Following the ride, you must note the incident on the online Completion Report and then fill in the [online incident report form](#) within 24 hours of your ride's completion.

Ride Leaders should carry paper copies of the [incident report form](#) with them. While the online form need not be completed at the scene, paper copies are useful for taking notes and for providing to witnesses who can fill in the incident details and description of what occurred. Ride Leaders should also carry a pen.

Frequently, the Ride Leader does not see the incident, so having other participants provide their observations is useful. As an option, a witness could use their mobile device to make a voice recording of what occurred and forward that to the Ride Leader.

Additionally, you should follow up with any injured rider via phone call or text within 24 hours of the incident. Please note that some riders who crash may not appear to be injured and complete the ride, only to determine later that they need medical treatment.

If you have questions about the form or the process, please send your query to cbcrides@cascade.org

An incident includes any crash that involves injury of any sort to the rider (rash, bruise, scrape, pain, or anything more significant) or any property damage. Include incidents in which a rider cannot continue riding due to heat or cold injury in extreme weather conditions.