

## **POTOMAC INCIDENT REPORT (Page 1)**

Please complete this form when an incident occurs if ANY of the following conditions are met: 911 is called, someone required medical attention other than basic first aid, something out of the ordinary happened, or an action was taken involving a person and you want the board to know about it.

NOTE: This is NOT a claim form. This information may be used to complete a claim form if one is required.

### **Details of incident:**

Incident occurred during:

\_\_\_\_ League or Program: Which one \_\_\_\_\_

\_\_\_\_ Training Session (e.g., open house, learn-to-curl class)

\_\_\_\_ Bonspiel      \_\_\_\_ Playdown or Championship Event      \_\_\_\_ Ice Prep

\_\_\_\_ Other: Please explain \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Facility name and address \_\_\_\_\_

*List any facility other than Potomac Curling Club - 13810 Old Gunpowder Rd. Lauren, MD 20707*

Describe how the incident occurred, and if there was an injury what body areas are affected

---

---

---

Was first aid administered, and if so, by whom? \_\_\_\_\_

If the person was injured, was 911 called?    \_\_\_\_ No    \_\_\_\_ Yes

List any witnesses, including contact information: \_\_\_\_\_

---

### **Contact information of subject/injured: (if available)**

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Curling club affiliation, if any \_\_\_\_\_

**\*\*FORM CONTINUES ON REVERSE SIDE\*\***

## **POTOMAC INCIDENT REPORT (Page 2)**

### **Person completing this form contact information:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Relationship \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

### **Please list any other relevant information:**

---

---

---

---

### **DIRECTIONS FOR PERSON COMPLETING THIS FORM:**

- 1) Place this form in the white box to the right of the pro shop
- 2) Email [board@curldc.org](mailto:board@curldc.org) to inform the board that an incident report has been filed.
- 3) A board member will acknowledge receipt of this incident report and will contact you if further information is needed.