



Incident Report Form

Australian Polo Federation



CLUB (BUSINESS) DETAILS:

Club Business Name:			
Club Business Address:	Suburb:	State:	Post Code:
Business Phone	Mobile:	Email:	
Person reporting:			Role:

INCIDENT DETAILS:

Full address or location of the incident:				Others land <input type="checkbox"/>	Own land <input type="checkbox"/>	Public land <input type="checkbox"/>
Date of incident:	DD/MONTH/YYYY	Day of Incident:		Time of Incident:	am / pm	
Describe the <u>type</u> of <u>activity</u> :	Polo Game, Club Chukkas					
<input type="checkbox"/> Bodily or trauma injury (non-hospital'n)	<input type="checkbox"/> Bodily or trauma Hospitalisation	<input type="checkbox"/> Other	<input type="checkbox"/> Fall from Horse	<input type="checkbox"/> Insurance claim likely	<input type="checkbox"/> Worksafe or police investigation	
Describe <u>what</u> happened during the <u>activity</u> . The incident occurred while....						
Person in charge of event:		Person supervising the injured's activity:		Numbers under supervision		
Weather conditions:						



Incident Report Form
Australian Polo Federation
INCIDENT RESPONSE AND FOLLOW UP:



Injured Persons	
Name:	
Role	<input type="checkbox"/> Polo Player <input type="checkbox"/> Polo Umpire <input type="checkbox"/> Polo Official
	<input type="checkbox"/> Other (describe)
Injuries and Treatment Given:	Number the injury/s on the diagram and by those number/s describe the injuries on the lines below
<i>Injury severity and treatment</i>	
<i>Times, names contact information of those involved in all stages of treatment</i>	
<i>Names & contact information of responders & witnesses</i>	
Follow Up:	When & what information has been provided to the injured's emergency contact person (if applicable): -
Equipment Used:	
<i>What PPE equipment, vehicles etc were involved at the time of the incident?</i>	
Attachments: <i>Note: Only attach public information (discoverable information). Do not attach personal notes, sketches. If in doubt seek advice.</i>	
<i>Tick and or list attachments</i>	<input type="checkbox"/> Polo Draw <input type="checkbox"/> Photo's taken <input type="checkbox"/> Supporting documents <input type="checkbox"/> Other – list here
SIGNED BY PERSON REPORTING	<i>Sign here:</i>
	<i>Date (DD/MONTH/YY):</i>
	<i>Print name here:</i>

Australian Polo Federation - Please email a copy
apf@australianpolo.com.au and the relevant State Association within 24 hours of the incident occurring. Please attach tournament draw/chukka list.