

GUIDELINES FOR RIDE LEADERS

CASCADE BICYCLE CLUB INCIDENT AND WITNESS REPORTS

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 accident does not meet the above criteria, the special Incident Form does not need to be completed, BUT there should still be a notation in the "Incidents" section on the back of the Waiver Form.

If an incident occurs, contact the Rides Committee Chair as soon as possible. The Phone number for the current Rides Committee Chair is listed in the *Cascade Courier*.

Please refer all questions about the incident to the Rides Committee Chair. 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 Rides Committee Chair or another Rides Committee member.

Please return completed Incident Reports and Witness Reports to:

Cascade Bicycle Club
PO Box 15165
Seattle WA 98115