



RCA EVENT REPORT

The Event Report is to be completed by the Chief Umpire after the completion of the regatta.

Event:	Host Club/Association:
Regatta Chair:	Date:
Chief Umpire:	Location:
Safety Advisor:	
First Aid/Medical Advisor:	

Write a report that includes the following:

1. **List** the RCA licensed Umpires assigned to the regatta and their roles.
2. **Comments:** Include observations of the regatta from both a safety and fairness perspective for participants and volunteers. Using the Checklist, the report should also include any areas not provided by the OC that were promised.
3. **Incidents/Accidents:** Include any incidents or accidents in this section. Do not evaluate what occurred but report on the situation from a clinical perspective. You are the Archivist of the event. Explain the sequence of events; what happened, where it happened, who was involved. Also note that RCA was contacted for insurance purposes. Others, if required, (Insurance Company, Organizing Committee, etc.) will determine and evaluate why and how the event happened.
4. **Recommendations:** Re: Organization, Umpiring, etc.

Complete the above spaces on this report cover form and attach a written report in MS Word and send to Sonja Lonne (sonja.lonne@rowingbc.ca) as well as the Local Organizing Committee Chair.

Submitted by: _____ Date: _____

Reviewed by: _____ Date: _____