

# Incident & Accident Reporting

**It is an RYA Affiliation requirement for an Incident & Accident report to be completed as a formal record of an unexpected event, accident, or near miss, providing details about what happened, when, where, and who was involved.**

**It is the responsibility of those involved in the incident to complete this report along with those officially undertaking duties or roles at that time.**

**This could include the CDO, RO, First-Aider, Training Principal and Instructors.**

## **IMPORTANT!**

**All incidents must be reported to the CDO so that it can be added to the CDO Log to be relayed to the General Committee.**