



Bicycle Wagga Wagga Inc.

Incident Reporting Guidelines

Version 1.0

15th January 2026

Introduction

Safety is a top priority for Bicycle Wagga Wagga. Prompt and accurate reporting of incidents helps us maintain a safe riding environment, learn from events, and comply with legal and insurance requirements. These guidelines outline the process and responsibilities for reporting incidents that occur during club rides or events.

What Is an Incident?

An incident is any unexpected event during a club activity that results in injury, property damage, a medical emergency, or a near miss (an event that could have led to harm). Examples include crashes, collisions, falls, mechanical failures causing risk, aggressive behaviour from other road users, or health emergencies.

Immediate Actions After an Incident

1. **Ensure Safety:** First, check for immediate dangers. Move yourself and others to safety if possible.
2. **Attend to Injuries:** Provide first aid if qualified and call emergency services (000) for serious injuries.
3. **Secure the Scene:** Prevent further accidents by alerting other riders and marking hazards.
4. **Do Not Admit Fault:** Refrain from making statements about responsibility at the scene.

Information to Collect

- Date, time, and location of the incident (use DD/MM/YYYY format).
- Names and contact details of those involved and witnesses.
- Details of injuries, damage, or other consequences.
- Description of the incident (sequence of events, conditions, equipment involved).
- Photos or sketches of the scene, if safe to obtain.
- Details of emergency services contacted, if any.



How to Report an Incident

1. **Notify Club Leadership:** Contact a ride leader or club committee member as soon as practicable, preferably within 24 hours of the incident.
2. **Complete Incident Report Form:** Use the club's official incident report form, available on our website, from the ride leader or committee member. Provide all relevant details collected.
3. **Submit Supporting Documents:** Attach photos, witness statements, or medical reports if available.
4. **Follow Up:** The committee will review the report and may contact you for further information.

Confidentiality and Privacy

All incident reports are treated as confidential. Personal information is handled in accordance with Australian privacy laws and only shared with relevant parties (e.g., insurers, emergency services) when necessary.

Review and Learning

The club reviews all incidents to identify safety improvements and share lessons learned with members. Regular updates and safety tips may be provided at meetings or via club communications.

Contact Information

For questions or to report an incident, contact the committee via email at bwwsec@gmail.com or speak to a ride leader.

Summary

- Report all incidents promptly and honestly.
- Collect and provide detailed information.
- Prioritise safety and privacy.
- Help make our club safer for everyone.