

Australian Association of Live Steamers - Incident Report

To be completed and submitted **within seven days** of the incident.
The issue of this form is not an admission of liability, and is issued without prejudice

(If completing by hand, please **PRINT** clearly using **CAPITAL** letters)

Club Name:	
Date & Time of Incident:	
Where did the incident occur?	
How did the incident occur?	<i>(If insufficient room, attach a separate sheet of paper)</i>
Members involved and their roles in this incident:	
Has there been an indication that a claim will be made? <i>(If so, name and address of person making this indication.)</i>	
Was the incident reported to the police?	
Name of officer:	
Station Notified:	
Witnesses (other than members): <i>(Please provide name and address for each)</i>	
Details of injured parties: <i>(Provide name, address, and nature of injury)</i>	
Details of any damage to property:	<i>(Provide name, address, description of property and nature of damage.)</i>

- **Do not admit Liability nor reveal to the third party that you are insured.**
- All communication received from parties in this occurrence or their representatives **must** be immediately forwarded to the Insurance Officer, AALS. **Do not respond to them**

**PLEASE ATTACH ANY STATEMENTS OR RELEVANT PAPERWORK
and send to the AALS Insurance Officer (insurance@aals.asn.au)**

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(If completing by hand, please **PRINT** clearly using **CAPITAL** letters)
yourself.

I, (enter your name and position on your club's executive)

_____ hereby declare and warrant that the foregoing
particulars are true.

Date: _____ Signed: _____

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