

Australian Association of Live Steamers

Incident Report *(2 pages)*

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? <i>(location in the grounds, track, train, as relevant)</i>	
How did the incident occur?	<i>(If insufficient room, attach a separate sheet of paper)</i>
Members involved and their roles <i>(driver, guard, etc):</i>	
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 (members): <i>(Please provide name and address for each)</i>	
Witnesses (other than members): <i>(Please provide name and address for each)</i>	

(please turn to page 2)

PLEASE ATTACH ANY STATEMENTS OR RELEVANT PAPERWORK
and send to the AALS Insurance Officer (insurance@aals.asn.au)
 (version 2108)

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Details of injured parties: <i>(Provide name, address, and nature of injury)</i>			
Name:		Child/Adult:	
Address:			
Nature of Injury:			
Name:		Child/Adult:	
Address:			
Nature of Injury:			
Name:		Child/Adult:	
Address:			
Nature of Injury:			
Was First Aid rendered and/or an Ambulance called:			
Details of assistance rendered:			
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 any person involved in this incident or their representatives **must** be immediately forwarded to the Insurance Officer, AALS or your own insurance officer if your club is not in the AALS Insurance Scheme). **Do not respond to them yourself.**
- In all cases, regardless of who your insurer is, a copy of this report must be forwarded to the Chairman, Australian Live Steamers Safety Committee, at ChairmanALSSC@aals.asn.au

I, _____
 (enter your name and position on your club's executive)
 hereby declare and warrant that the foregoing particulars are true.

Date: _____ Signed: _____

Phone Number: _____

Email Address: _____

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