**APPENDIX G: INCIDENT REPORT FORM**

File your Incident Reports online here, or print this page and mail to: USPC Safety Committee, 4041 Iron Works Parkway, Lexington, Ky 40511.

**USPC INCIDENT REPORT FORM**

*For USPC use only*

This section is to be completed by local, regional, or national official (DC/CA/RS, Safety Officers–SO, or other Designated Person–DP) who should note the circumstances.

DC/CA/RS/SO/DP Name ___________________________________________ Phone ___________________________________________

Club/Center/Group ____________________________________________ Region ____________________________

**Person involved in incident:**

Name ___________________________ Date of Birth ______________ Gender _____ Current Certification ________

Club/Center/Other ___________________________ Region ____________________________

Parent/ Guardian Name ___________________________ Phone ____________________________

Address ___________________________________________ Email ___________________________________________

City ____________________________ State ___________ Zip Code ____________________________

**Incident Information:**

Date of Incident ____________________________ Incident involved (Check all that apply):

- [ ] PC Member/Rider
- [ ] Parent
- [ ] Volunteer
- [ ] Spectator
- [ ] Official
- [ ] PC Member Unmounted
- [ ] Other ____________________________

Location of Incident _______________________________________________________________________________________________

Address ________________________________________________________________________________________________ City/State/Zip _______________________________________________________________________________________________

- Incident involved the head. [ ] Yes [ ] No
- Showed signs of a concussion. [ ] Yes [ ] No
- Was pulled from participation. [ ] Yes [ ] No
- Returned to participation after a break. [ ] Yes [ ] No
- Individual/Parent was given a Concussion Return to Play Form to complete. [ ] Yes [ ] No

**Indicate where the incident occurred:**

- [ ] Stable
- [ ] Show ring
- [ ] Dressage ring
- [ ] Warm up area
- [ ] Cross Country Course
- [ ] Parking area
- [ ] Other: ____________________________

**Type of Pony Club activity:**

- [ ] Mounted Meeting
- [ ] Unmounted Meeting
- [ ] Rally
- [ ] Camp
- [ ] Fundraiser (describe) ____________________________
- [ ] Other (describe) ____________________________

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Discipline involved (if applicable):

☐ Dressage ☐ Eventing ☐ Games ☐ Polocrosse ☐ Quiz ☐ Show Jumping ☐ Tetrathlon

☐ Western dressage ☐ Hunter Seat Equitation ☐ Gymkhana ☐ Western Trail ☐ Other Discipline

If the incident involved jumping:

☐ Show Jumping ☐ Cross Country ☐ Hunter Seat Equitation ☐ Fox Hunting

What type of fence ________________________________ Approximate height: ____________________________

Describe what happened in as much detail as you can provide:

Describe nature of injuries:

Please check if person involved:

☐ No injury observed

☐ Required no treatment, continued with activity

☐ Required no treatment, but declined to continue with activity

☐ Required treatment, returned to activity

☐ Required treatment, was unable to continue with activity

☐ Serious injury, was transported to hospital

Protective Equipment Used:

☐ ASTM/SeI helmet—please provide make, model, and year ______________________________________________________

☐ Other helmet Type—please provide make, model, and year ______________________________________________________

☐ Protective Vest—☐ Impact ☐ Inflatable ☐ None

If vest was used, please provide make, model and year ______________________________________________________

☐ Safety stirrups (Type) _____________________________

☐ Other ________________________________________________________________________________________________

Contributing factors to the accident:

☐ Weather (explain) ________________________________________________________________

☐ Footing (explain) _________________________________________________________________

☐ Distractions (give details) ____________________________________________________________

☐ Other ____________________________________________________________

Please mail or fax (859-233-4652) all incident report forms to:

USPC Safety Committee
4041 Ironworks Pkwy
Lexington, Ky 40511

In the case of a very serious incident, please report to USPC Executive Director or Executive Assistant as soon as possible. 859-254-7669 or email to: executivedirector@ponyclub.org or execassistant@ponyclub.org.