RoadRally Incident Reporting Walkthrough

It is recommended that the incident report be filled out by hand at the event and then later the Safety Steward fill out the electronic version and submit it.

Injured:

- Fill out all boxes. If there is no physical injury, please state that in the "Other" box.

Track Name/Location:

- Name – The name of the event.
- Location – Where the incident occurred.
- Region – The host region's name.

Injury:

- Date of Injury – Even if no physical injury occurred, please put the date of the incident here.
- Injured Body Part and Condition – If no physical please put "N/A', otherwise put fact specifics known.
- Disposition – If not physical injury, check the "On-Site Care Only" box.
- Fill out all others areas as stated.

Type of Event:

- Check the Road Rally box.
- Input Sanction # in **XX-YYY-ZZZZ** format (XX is last two numbers of the year, YYY is the event type code, ZZZZ is the Sanction #). Sanction # can be found on the Certificate of Insurance (COI) for the event.

Occasion:

- Input the occasion of the incident. Most likely the "Other" box to be checked and put in the specifics.

Location:

- Most likely check "Other" and put in the specifics (e.g., Public Road, Parking Lot).

Activity:

- Most likely "Other" box checked and put in the specifics.

Situation:

- Check the appropriate box and input specifics using facts.

Surface and Condition:

- Check the appropriate boxes.

Vehicle Information:

- Put in the damage(d) vehicle specific information.

Describe How Accident Happened and List Any Property Damage:

- Put in details of the incident using facts (stay away from opinions). The more details the better.

Save file and email to both KK.CLAIMS@KANDKINSURANCE.com and INCIDENT@SCCA.com. Include any pictures or reference information that isn't able to be put into the pdf file with the email