

**SACRAMENTO WHEELMEN  
INCIDENT REPORT INSTRUCTIONS**

Whenever an accident occurs:

An incident report must be completed immediately and mailed to the address shown below. This holds true whether the person involved is a participant or a spectator, or whether or not you feel the incident will result in a claim.

Although you may not have sufficient information to answer all the questions, it is important that the form be completed as fully as possible. Do not delay sending in the report form; an incomplete form is better than none at all. Always include your name and daytime telephone number where indicated on the form.

The form contains sections to capture information regarding injury to persons, damage to property, and accidents involving autos.

Mail the completed report to:

Sacramento Wheelmen  
Attn: Ride Director  
P. O. Box 15739  
Sacramento, CA 95852

In case of serious injury, immediately notify the Wheelmen Club Ride Director and President.