INCIDENT REPORTING POLICY

**Purpose:** Policies and procedures for reporting incidents that occur within the Department of Recreational Sports

**Scope:** This policy applies to all UGA Recreational Sports employees including student staff

**Policy:**

I. INCIDENT REPORT FORM
   a. The Department of Recreational Sports requires that anytime an incident (non-injury) occurs within the Ramsey Student Center, Recreational Sports Complex, Club Sports Complex, and any Outdoor Recreation trip that an incident form be filled out by the responding staff members.

   b. Incident Report Forms are web-based and are found by following this link: [https://ugacampuslife.wufoo.com/forms/zl466n11rxyrq3/](https://ugacampuslife.wufoo.com/forms/zl466n11rxyrq3/)

   c. The incident report form should only be completed by one of the following staff members: Facility Operations Program Assistants, Facility Managers, and/or Outdoor Complex Manager.

   d. Incidents (non-injury) that occur in Aquatics, Competitive Sports, Fitness & Wellness, and Outdoor Recreation programs and facilities should be reported to Facility Operations staff so that an incident report can be documented and submitted.

   e. This incident form is to report any altercations, thefts, sneak-ins, misconduct, near miss/close call, etc. Basically, anything that is non-injury related.

   f. Based on the selection made in the web-based form, completed forms go directly to the area supervisors for review.

**Procedure:**

I. COMPLETING INCIDENT REPORT FORM
   a. The incident reporting form must be completed by one of the following staff members: Facility Managers, Senior Managers, Aquatic Managers, Site Supervisor, Trip Leader, Complex Manager, Club Safety Officer, and Manager on Duty (Pound Hall).

   b. Input basic information according to the fields listed on the form.

   c. Describe the incident including any witness contact info. Be as specific as possible about the location of the incident. Be sure to include witness names, phone numbers, and email addresses.

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*Recreational Sports Department Handbook*

*Revised: July 2018*
d. If there is a question about any portion of the form, please see a Facility Operations professional staff member.