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 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. 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).

   c. This incident form is to report any altercations, thefts, sneak-ins, misconduct, etc.

   d. Once the form is reviewed by the area supervisor, they will be submitted to Wynell and then distributed for program area head for further review/follow up.

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 including date, time, phone number, age, and type of incident/accident that occurred.

   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.

   d. Turn completed report into your area supervisor.

   e. Area supervisor review form and then turn form into Wynell.