

SECTION 9

Incident Reporting Procedure

Incident Reporting Procedure

All committee chairs, trip leaders and event leaders should be aware of the procedure for reporting incidents of misconduct.

An OC Ski Club Incident Report form will be made available to all committee heads to distribute to trip leaders and event leaders as necessary. See Page 9 – 2 for a copy of the report.

All committee chairs (and trip leaders and event leaders) will prepare an OC Ski Club Incident Report and submit to the President to inform him/her of any incident that they consider misconduct.

The completed Incident Report, as presented by the President, will be considered formal notice that the Board of Directors has been informed of the occurrence of misconduct on the part of a member, applicant or guest.

Upon review of the Incident Report by the Board of Directors, if deemed necessary, it will direct the President to send a letter of notification to the member, applicant or guest notifying them of the Board of Directors' decision in the matter.

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