



## INCIDENT REPORTS

### **The Purpose & Aim:**

- For accidents or incidents relating to Nanaimo Paddlers events.
- To work towards a satisfactory resolution involving all parties.
- To ensure we have both a process and documentation when incidents occur within NP.
- Incidents could be physical, safety, conduct or a combination thereof.

### **The Protocol:**

- Is intended to deal with incidents that have compromised, or have the potential to compromise, paddler safety or detract from members' enjoyment of club events in a significant way.
- Provides a mechanism for the organization to formally respond to complaints that cannot be resolved by individual members.
- Provides a process for any member to address safety concerns or concerns about conduct during club events.
- Provide a framework hosts on how to deal with incidents that may arise on club paddles and the specific responsibilities they have for reporting these
- Is grounded in the club's core values of fellowship, inclusion, tolerance and respect.
- Satisfaction of one or both parties does not preclude filing a report.

**Please reach out to the Host Chair ([hosting@nanaimopaddlers.org](mailto:hosting@nanaimopaddlers.org)) should you have any questions or concerns about this reporting process.**

## 1. Types of incidents for review (to include both physical injury & conduct)

1. Safety
2. Disregarding NPC procedures, guidelines and standards (waiver)
3. Respect/conduct

## 2. Committee:

- The Incident Review Committee will be a sub-committee of the board and will be appointed by the Board. Suggested makeup is:
- Chair to be Host Chair
- One designate from Host group (chosen by chair)
- One designate to be chosen by the Board
- Term – one year with possible renewal
- Schedule of Meetings – based on need

## 3. Process

### A. Initial steps

General approach, in descending order of best practice:

1. On the paddle (is resolved)
2. Immediately after the paddle (is resolved)
3. Initial filing with the Committee (verbal, with Hosting Chair as mediator). Only necessary to document if you feel the pattern of behaviour is likely to be, or has been, repeated. (is resolved with filing)
4. Mediate with Host Chair to a resolution (resolved & documented). If repeated pattern must document.
5. If no resolution or at Committee Chairs discretion then onto step B  
Committee Review

### B. Committee Review

1. Initial action for Committee - gather documentation, review documentation, interview parties, consultation as necessary
2. Outcome & resolution of Committee - majority decision
3. The committee can come forward with any decisions. However removal of a paddler must go to the Board for review and approval. (as per our by-laws)
4. Any major incident should be forwarded to the member who is liaison with the club's insurance provider.
5. The committee chair will inform the paddler of the committee's decision.
6. Appeal of Committee decision: send to the board.

7. Documentation process - stays with Committee chair, filed on regular basis with NP, form based, filed by name/date, but not for public access.