

# Best Practices for Documenting Club Incidents

Date: \_\_\_\_\_

To: [Club Members/Staff]

Dear [Club Name] Community,

As we strive to maintain a safe and positive environment for all members, it is essential to document incidents accurately and promptly. Below are best practices to guide you in this process:

## 1. Document Immediately

Record details of the incident as soon as possible to ensure accuracy.

## 2. Include Key Details

Document the following information:

- Date and time of the incident
- Location of the incident
- Names of individuals involved
- Witnesses present
- A detailed description of the incident

## 3. Maintain Objectivity

Stick to the facts and avoid personal opinions or assumptions.

## 4. Use Clear Language

Write clearly and concisely to ensure the report is understandable to all readers.

## 5. Securely Store Documentation

Ensure that all reports are stored securely and access is restricted to authorized personnel only.

By following these guidelines, we can work together to uphold the values of our club and effectively address incidents as they arise.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Club Name]