

# Incident Reporting Procedure

Dear Club Members,

To ensure the safety and well-being of all members, please follow these necessary steps for reporting incidents within the club:

1. **Identify the Incident:** Clearly identify and assess the nature of the incident.
2. **Ensure Safety:** Make sure that you and others are safe from any immediate danger.
3. **Report Immediately:** Notify a club official or designated safety officer as soon as possible.
4. **Document the Incident:** Write down key details such as time, date, location, and involved individuals.
5. **Follow-Up:** Ensure that appropriate measures are taken to address the incident.

Thank you for your attention to this important matter. Your cooperation helps maintain a safe environment for everyone.

Sincerely,  
[Your Club Name]