



# UCWDC® INCIDENT REPORT POLICY

**Version 1.0**

| Date         | Created by     | Checked by    | Approved by            | Effective date       |
|--------------|----------------|---------------|------------------------|----------------------|
| Feb 20, 2024 | Steven Bennett | P&P Committee | <b>General Council</b> | <b>Feb. 24, 2024</b> |

| REVISIONS |            |            |             |                |         |
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## 1. INTRODUCTION

The United Country Western Dance Council® is inspired by the vision of a thriving global dance community featuring a world-class competition circuit and a Championship event on every continent in addition to the long-standing Country Dance World Championships®. The UCWDC® oversees the largest competition circuit for country dance in the world, including partner and line dance styles. Our mission is to provide our members with the structure, tools, education, and support they need to thrive in our circuit.

### 1.1 Purpose

The purpose of this incident report policy is to ensure the timely and accurate documentation of any unexpected events, accidents, or occurrences within the United County Western Dance Council (UCWDC) and/or any UCWDC Sponsored Events. Incident reports play a crucial role in maintaining a safe and secure environment, facilitating investigations, and implementing preventive measures.

### 1.2 Reporting Responsibility

All Event Directors, Staff and contractors, are responsible for promptly reporting any incidents they witness or are involved in. This includes accidents, injuries, damage to property, or any other unforeseen incidents that may impact the organization.

## 2. REPORTING PROCEDURE

1. Event Directors, Staff and contractors must use the designated incident report form, accessible through UCWDC Web Site or Available at UCWDC Worlds Registration Desk.
2. The incident report should be submitted as soon as possible after the occurrence, preferably within 24 hours to UCWDC Executive Committee Member or designated UCWDC Worlds staff member.
3. Provide detailed information about the incident, including date, time, location, individuals involved, witnesses, and a narrative description.
4. Completed forms will be stored with the Secretary, in accordance with the document retention policy.
5. All incidents will be reported at the General Counsel Meetings.

## 3. CONFIDENTIALITY

Information provided on incident reports is considered confidential and will be handled with the utmost discretion. Access to incident reports will be restricted to authorized personnel involved in the investigation and resolution process.

## 4. INVESTIGATION PROCESS

1. Upon receipt of an incident report, the designated authority will initiate an investigation promptly.
2. Gather additional information from witnesses, if necessary.
3. Analyze the incident to determine contributing factors and root causes.



## **5. CORRECTIVE ACTIONS**

Based on the investigation findings, appropriate corrective actions will be implemented to prevent the recurrence of similar incidents. This may include changes to policies and/or procedures.

## **6. DOCUMENTATION**

All incident reports, investigation findings, and corrective actions taken will be documented and stored securely. Periodic reviews of incidents and trends will be conducted to improve overall safety and security measures.

## **7. NON-RETALIATION**

The UCWDC prohibits retaliation against any individual who reports an incident in good faith. Any such retaliation is a violation of this policy and will be subject to disciplinary action.

## **8. REVIEW AND UPDATES**

This incident report policy will be reviewed periodically to ensure its effectiveness. Updates and improvements will be made as needed to address emerging concerns or changes in organizational structure and processes.

By adhering to this incident report policy, we aim to foster a culture of transparency, accountability, and continuous improvement within our organization.

## **END OF POLICY**