

INCIDENT REVIEW COMMITTEE STANDARD OPERATING PROCEDURE

A. INTRODUCTION

1. The Incident Review Committee (IRC) provides an objective forum for investigating, reviewing and drafting recommendations for the consideration of the Board of Directors (BOD) for all accidents, personal complaints, unsatisfactory re-certification reviews and requests for certification reinstatement.
2. The incident process starts with the submittal of an Incident Report to the Commodore who then forwards it to the chair of the IRC. The report Form can be found on the club website.
3. Although IRC recommendations could be punitive the objective is to be constructive. It's recommendations are intended to rectify a problem and contribute to the betterment of the club with a safer and more enjoyable environment for all.
4. The IRC is the most powerful and least permanent committee in the Club. It may recommend (to the BOD) almost any action that seems proper, but its recommendations are rarely overturned by the BOD. It must use its authority wisely.

B. PRODEDURE

Upon receipt of an Incident Report the Commodore shall forward the Report to the IRC Chair who must proceed without delay to:

1. Forward the report to the other IRC members only.
2. Seek verbal or written statements from all involved in the incident, complaint or STT report. Distribute all statements to the IRC members
3. Meet/consult with the committee members as soon as possible and generate a written, agreed upon, report and recommendations.
4. Send the written report and recommendations to all the Directors in advance of the BOD meeting. Allow the Directors enough time to review the material.
5. Present that report verbally, in a closed session, at the earliest possible BOD meeting.
6. Deliver the written report and related statements to the Secretary for archiving.

C. REPORTING OVERVIEW

1. IRC's recommendations to the BOD must not leave open ends, but must include observable or measurable objective(s). For example: Consider recommending time limits, specify a number of sails, specify training objectives, specify verification action, recommend no action or other actions.
2. IRC's recommendations must be fair to the subject and to the Club.
3. The Committee may consider how actions were treated in the past, review prior IRC reports, review Constitution and By-laws, external circumstances and other factors.
4. In General, reports which would require IRC involvement fall into the following categories:
 - a. Accidents
 - b. Personal Complaints
 - c. Certification Reinstatement

1. IRC Review of Accidents: The committee members shall consider at least the following questions:

- a. Does the Incident Report adequately present the facts of this incident?
- b. Were the proper authorities notified?
- c. Did the Skipper comply with the Club Constitution, By-laws and Standard Operating Procedures?
- d. Has this Skipper been the subject of other reports in the past? How many? When? Is there a trend?
- e. Was the Skipper or helmsman free from fault?
- f. How familiar was this Skipper or helmsman with this boat and its equipment?
- g. Have all conditions, factors, variables and witness accounts been considered?

2. IRC Review of Personal Complaints: The committee members shall consider at least the following questions:

- a. Are the facts of the complaint accurate?
- b. Is the complaint consistent with the club's Constitution and By-Laws?
 - 1. Is this complaint Club-related? Did it take place at a Club meeting, aboard a Club boat or at a Club social event?
 - 2. Does this complaint involve actions that appear to be illegal?
 - 3. Does this complaint involve unsafe or improper seamanship?
 - 4. Does this complaint involve the use of abusive language or remarks disparaging sexual orientation, race, religion or national origin?
 - 5. Does this complaint involve uninvited physical contact?
 - 6. Is this complaint merely an extension of a personal feud?
 - 7. Has the subject of this complaint been the subject of other complaints in the past? How many? When? Is there a trend?

3. IRC Review of Certification Reinstatement: The committee members shall consider at least the following questions:

- a. What was the reason for de-certification?
- b. Has that situation improved?
- c. If re-certified, will the subject be physically, mentally and emotionally capable of performing the duties required of Skipper or Mate?
- d. Has the subject applied before for re-certification? What was the result?
- e. Was the review conducted in accordance with evaluation rules and practices?
- f. Was the A&E form submitted with the STT report? Was it properly completed?
- g. Was the subject offered sufficient instruction and coaching prior to the subject's review?
- h. Has the subject failed the review before? How often?
- i. Was the subject's mentor in agreement with the reviewer?

The END 😊