

Incident Reporting Procedure

All incidents alleging a violation of the letter or spirit of the rules, code of conduct, by-laws or articles of incorporation should be reported to the members of the board. The incident form must be completed and must be made in good faith. Incidents not made in good faith (e.g. to intentionally cause trouble for another member) will subject the complaining person to penalties under the rules. All complaints will be documented and kept on record.

Incidents regarding the violations of the Port Colborne Bocce By-Laws, Club Code of Conduct or rules must follow the appropriate steps:

Step 1 - The complainant must fill out the Incident Form available which will be available on the web site or hard copy at the bar.

Step 2 - Completed form sent to pcbocce@gmail.com or hard copy left in sealed envelope left at bar for attention League Convenor.

Step 3 - Once the League Convenor receives the completed Incident form, they will review it with the Secretary.

Step 4 - League Convenor and Secretary will proceed with an investigation, documenting the results on the Incident Form.

Step 5 - The completed Incident Form will be reviewed with the entire PCBC Board within 15 days from receipt of completed Incident Form.

Step 6 - The Board will decide regarding discipline and get back to parties involved.

Incident Report Form

Name:	Date:
Email:	Phone #:
Date of Occurrence:	Where was occurrence:

Witnesses:
Who was Involved:

Describe in as much detail what occurred:

[illegible]