

## **Torrey Pines Soaring Council**

### ***Incident Reporting and Resolution Procedure***

**Purpose** - This document describes the Torrey Pines Soaring Council's procedure for the reporting and resolution of various conflicts and violations at the Torrey Pines Gliderport. The goal of this procedure is to provide due process for all parties as well as provide a mechanism for documenting problems that might suggest rule changes at the Gliderport.

#### **Definitions:**

**Incident** (definition) - An "Incident" with regard to this procedure is any action (or combination of actions) which is determined - by any party - to be a threat to the public's safety and enjoyment of the Gliderport. These include collisions, near collisions, and violations of any Gliderport rules and regulations.

**Incident Report** (definition) - An "Incident Report" is a written document (typically a completed Incident Report Form) that describes an incident from one person's perspective. Multiple Incident Reports may be filed for a single incident.

**Finding** (definition) - A Finding is a written document produced by the Soaring Council which expresses the Soaring Council's beliefs and recommendations with regard to one or more Incident Reports. Each Finding may also include several 100 word commentaries by Council members who wish to express their support or dissent of the Finding. A Finding is not binding on any parties, but may be used by the parties in other proceedings.

#### **Procedures:**

**Incident Declaration and Reporting** - Any person may declare that an incident has occurred and may report that incident in writing to any member of the Soaring Council. All incidents which result in injury, damage to property, or disciplinary action will require the Flight Director to fill out an Incident Report Form and give copies to all parties involved at the time of the incident. The Flight Director will submit a copy of the Incident Report Form to the Soaring Council on or before the next Soaring Council meeting.

**Incident Handling** - The Torrey Pines Soaring Council will collect and record all Incident Reports. Any Incident Reports which have been submitted to any Council member prior to a Council meeting will be added to the agenda for that meeting. Each incident on the agenda will be discussed by the Council, and volunteers will be sought to form an investigative committee to investigate the incident and draft a Proposed Finding. If no Council Members volunteer, then no further action (other than recording the incident) will be taken by the Council at that time. If one or more Council Members volunteer to form an investigative committee, they will be expected to talk with all parties and write a Proposed Finding for the Council to consider at the next meeting.

**Incident Resolution** - The Torrey Pines Soaring Council will review each Proposed Finding prepared by an investigative committee and debate potential changes. After a suitable debate period, the Soaring Council will vote on adopting the modified Finding as an Official Finding of the Soaring Council. If the Finding is adopted, it will be recorded as an Official Finding of the Torrey Pines Soaring Council, and all Council members will have one month to submit a 100 word commentary of support or dissent. These will also be recorded as an addendum to the Finding.

# *Torrey Pines Soaring Council Incident Report Form*

**Date and Time of Incident:**

**Parties to Incident (include contact information):**

**Description of Incident (attach additional pages as needed):**

**Personal Damage from Incident (actual or estimated):**

**Property Damage from Incident (actual or estimated):**

**Action Taken by Flight Director (at time of Incident):**

**Action Requested of the Soaring Council:**