

The purpose of this document is to provide volunteer leaders with information on when it is necessary to document an incident or accident that occurred on an AMC sponsored trip. If, in the course of any activity, an accident or incident occurs that meets either of the following criteria, the leader must file a report as soon as possible with the sponsoring club unit and with the Leadership and Volunteer Relations Department.

- 1) Incident response involves the use of outside agencies (police, hospital, emergency response, search and rescue, etc.)
- 2) Participant involved in incident receives professional medical care (to the knowledge of the leader), is recommended professional medical care by the leader, or refuses the offer or recommendation of professional medical care

In addition, a leader may file an incident report under other circumstances at his or her discretion. A leader should consider the emotional and physical welfare of any participants involved in the incident, their attitudes towards the incident, and any potential for future complaints or lawsuits. If you have additional questions about the use of the form, contact Leadership Training and Risk Management Manager Aaron Gorban at agorban@outdoors.org