



EMACHE General Incident Report

GIR Tracking # 201509-TBD

version: 20150817

Section A. Incident Information

Originator Name:

Date/Time:

Position:

Activity/Event:

President:

Age Group:

Section B. Incident Occurrence Information

- First Time
 Second Time
 Third Time

Section C. Type of Incident

- Safety
 Attire
 Student Conduct
 Parent Conduct
 Reserved
 Reserved
 Other: _____

Section D. Details

Description of Incident, including Individuals Involved:

President's Review of GIR:

Description of Action to be taken, including any Board Action when required:

Section E. EMACHE Board Processing of Incident Report

Originator Signature (Electronic Signature OK)

Date

EMACHE President Signature (Electronic Signature OK), when reviewed

Date

EMACHE President Signature (Electronic Signature OK), with Board approved resolution when required

Date



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General Incident Report Instructions

Section A: The Originator is an EMACHE Official such as a coordinator, assistant coordinator, director, or board member. The originator shall fill in section A with his name, position, and name of current President. Do not fill-in the GIR tracking #. The President will assign the tracking #. The originator shall record the basic information about the incident – date/time, activity/event, and age group. If using this form electronically (by using MS Word), place the cursor in the appropriate space after the item, click, then type.

Section B: The Originator shall leave this part blank. The President will determine if the incident is a repeat or not.

Section C: The Originator shall choose the type of incident; if using this form electronically (by using MS Word), double click on the appropriate box and select “checked” from the pop-up menu and press “ok”.

Section D: The Originator shall describe the incident with sufficient detail, including what rule(s) was transgressed and all individuals involved. The President will review the IR and add any further comments and recommended Board actions, if the GIR requires Board action. The IR will be updated to reflect any final President or Board approved actions. A revision level will be added to the GIR, so as not to lose the original GIR inputs. The President shall have disciplinary authority as he deems reasonable, except where Board action is required by EMACHE’s Constitution, for which the President will submit the GIR to the full Board for resolution.

Section E: The Originator shall sign his name (if using a paper copy) or fill in his name (if sending the GIR electronically via e-mail). The Originator shall provide the filled out GIR Form (without instruction page) to the President either as a paper version or electronically, as soon after the incident as possible. If the Originator chooses to submit this form electronically, please submit the form as an MS Word document (in order to preserve the inherent formatting of the form) as an attachment to an email to the President. The President shall review the GIR and act on the issue, if possible, or forward the IR to the Board for action, if required.