



## **Rio Salado Sportsman's Club, Inc. Policies and Procedures**


### **Policy # 14: Injury Incident Reporting for User Groups:**

Any user group who has a shooting incident while at Rio Salado Sportsman's Club that results in medical attention requiring emergency care and/or Law Enforcement notification will be required to submit a cause and corrective action report.

## Procedure - Injury Incident Reporting:

1. Any user group who has a shooting incident while at Rio Salado Sportsman's Club will immediately report the incident to the Range Manger or most senior RSSC Range official available, so that the appropriate authorities can be notified.
2. A cause and corrective action report form must be completed and submitted to the Range Manager as soon as possible after any such incident. The report should clearly explain the root cause of the incident and provide clear and concise steps to ensure proper safety protocols are in place to prevent repeat incidents. (Forms available in the Range office.)
3. Any user group who has such an incident will have their shooting privileges immediately suspended until the cause and corrective action report is received and approved by the Range Manager and Chief Instructor.
4. Cause and corrective action reports must contain copies of all applicable police, medical, and incident reports.

Approved by the Board of Directors:

  
Bruce Bilton, Secretary, RSSC

February 21, 2018  
Date