



A24 Occurrence Report Policy

Whenever an event occurs that involves injury to a horse, volunteer, staff member, rider or parent at the activity site or during a Turning Point activity, an Occurrence Report **MUST** be completed either by the Instructor on duty, the Executive Director or the Board Member present.

Blank Occurrence Report forms are kept in the office.

All Occurrence Reports will be reviewed by the Turning Point Board of Directors at the next meeting following the event. The Board will review for any required action to prevent future occurrences and/or review actions taken by the staff on hand at the time of the event.

Copies of all Occurrence Reports will be maintained in the Turning Point files in the office.