

How to handle Liability Situations in the Belfast Garden Club

Guidance for Event Volunteers at:

- Plant Sale
- Open Gardens
- Public Gardens

Possible liability situations and instructions in how to handle them:

1. You see something that might cause a problem in the future

Notify related committee chairperson and president, or if not available, the vice president.) The president or vice president will keep records and communicate with the city or responsible parties if needed.

2. You observe a specific incident at a club event or workplace; there is no complaint, but we might potentially be involved.

Use the form on the reverse side to report information and give to the related chairperson and the president, or if not available, the vice president. They will contact the insurance agent. The insurance agent will document the information in case of a potential claim. **Note:** Please do not collect names or contact information for this type of incident. Simply describe what happened and report as stated above.

3. You observe a specific incident at a club event or workplace where we may be involved and there is a complaint.

Use form on the reverse side to collect information and **immediately** forward this information on to the related chairperson and president, or if not available, the vice president. They will report the information to the insurance agent. The insurance agent will submit it to the insurance company and an insurance adjuster will investigate and handle the claim.

Recommendations from the insurance agent:

- Do not get involved. Just pass on the information.
- Do not voluntarily offer policy information if something does happen. That is the responsibility of the president.

Belfast Garden Club Incident Report

Please use this form to report an incident. Provide one copy to the chairperson and one copy to the president.

Date:

Name(s) of people involved and their contact information:

Description of incident including time and place it occurred:

Your name and contact information:

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