



# Incident Reporting Policy & Procedures

## **DEFINITIONS:**

The following terms have these meanings in this Policy:

“*BWCC*” – Blue Water Curling Club;

“*Participants*” – Coaches, athletes, volunteers, renters, and other members

## **POSITION STATEMENT:**

The BWCC takes seriously the health and well-being of all participants and is committed to ensuring the safety of those participating in the sport of curling. The BWCC recognizes that there is a risk of injury as a result of the activities at the club and as a result has the following procedures in order to reduce the risk of further injuries and to ensure that the participant(s) receives the required medical attention.

Subsequently, the BWCC is conscious of the fact that its property and the property of its participants are of the utmost importance. Although the BWCC, its Board of Directors & Employees are not responsible for the property of its participants, we have developed procedures to report any property damage sustained to the property of our participants as well as to the club itself.

## **INCIDENT:**

An event that occurs involving a BWCC participant, employee, or member of the public that results in or could result in injury or financial loss or damage to BWCC property or the property of its participants, employee's or guests.

## **PURPOSE:**

The BWCC enacts this Policy as a tool to help reduce the possibility of future injuries and/or property damage incurred to the BWCC, its participants, and guests. The Policy provides guidance on how to respond to an incident and the steps required post incident.

## **PROCEDURES:**

### **In the Event of Injury**

During all BWCC curling events, competitions, and practices, participants will use their best efforts to be aware of incidents that may cause an injury such as;

- Falls
- Accidents
- Collisions

It is the responsibility of all staff and participants to assist with identifying when someone has sustained an injury and provide them with immediate assistance and contact emergency services if required. If the participant has a suspected head injury refer to the “**BWCC Concussion Guidelines & Return to Play Policy**”. Following appropriate steps, an Incident Report must be filled out (see below).

**If the Participant is unable to resume play:**

- Remove the participant from the activity immediately and;
- Notify the participant’s parent or guardian (if the participant is a minor or unable to make own decisions) or someone close to the participant (if the participant is not a minor).
- Encourage the participant to seek medical attention as soon as possible; call 911 for immediate medical assistance, as required.
- Arrange a ride home for the participant if required.
- Remain with the participant until he or she can be taken home.
- Monitor and document any physical, emotional and/or cognitive changes.
- Encourage the consultation of a physician.

**In the Event of Property Damage to the Club or a Club Member’s Property**

If it is determined that property of the Club and/or any of its Members or Guests has sustained damage follow the following steps.

- In the event of a Fire, refer to the Emergency Procedures Manual and take appropriate action.
- Determine if the appropriate authorities need to be contacted...police, fire, etc.
- If necessary, notify the Club Manager, or Club President of the incident. See incident report form for situations that would require immediate notification.
- Monitor the situation until the Club Manager/President has assumed control
- Fill out an Incident Report (see below)

**INCIDENT REPORTING:**

Following an incident, an **Incident Report** shall be filed with the BWCC & the Ontario Curling Association if necessary, within 48 hours. (*Incident Reports* are available through the club manager, online at the BWCC website, and are available in hard copy at the club, located in the bar for easy access, in the event that the club manager is not present.)

## Blue Water Injury or Incident Report

Date of Incident:		Report # (Office Use Only)	
Time of Incident:		Date of Report:	

Name of Person Filing Report:	
Email:	
Phone Number:	
Signature:	

### SECTION 1 – REPORTING AN INJURY

Name of Injured Person:		Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of Birth:		Phone:		
How did the injury happen?				
What are the nature of the injuries?				
Was first aid offered/accepted?		Was an ambulance required?		
Did injured person resume curling?				
Name & Phone Witness #1				
Name & Phone Witness #2				
PRIVACY	<i>Some of the information you provide in this report may be personal. By completing and signing this form, you confirm that you have given us authority to use and share this information with other insurance companies, counsel or other people needed in the investigation or processing of this report.</i>			
Signature of Injured Person (if possible):				

SECTION 2 – REPORTING AN INCIDENT (Property Damage/Property Loss/Violence/Other)	
Date and Time of Incident:	
Where did the Incident Occur?	
Type of Incident (circle one):	Damage to Property      Loss of Property      Violence  Other (please describe):
Describe how the Incident Occurred – provide as much detail as possible.	
Was emergency assistance required? (ie: emergency maintenance, police, fire or other)	
Photographs	If photographs of the Incident are taken, please email them to <a href="mailto:curling@bluewatercurlingclub.com">curling@bluewatercurlingclub.com</a> and note the incident date.
Additional comments about the incident (if applicable):	

SECTION 3 – IMPORTANT CONTACTS			
CLUB PRESIDENT	BRENT KEELING	519-879-2727	
CLUB MANAGER	CARRIE KEELING	519-874-9540	
EMERGENCY	911		

**Instructions:**

- Please write or print clearly
- Provide as much information as possible
- Submit completed form to the Club Manager or to Bartender if Club Manager is not available.
- The person filling out the Injury or Incident Report form should use their own discretion to determine whether or not an immediate call to the Club Manager or President is necessary. Examples of when an immediate call would be appropriate would be situations such as:
  - If the club has a fire, major flood, lightening strike etc.
  - If the club has experienced serious vandalism requiring follow up by insurance and immediate property repair (for instance, if a front window was broken out and club property removed)
  - If there was a critical injury or loss of life.
  - If the club property has failed to the point of the needing 'high cost' emergency repair in order for the club to function (compressor, furnace complete failure)