



## Upper Canada Skating Club – Policy and Procedure

### Incident Reporting Procedure

**Document Classification:** Procedure

**Associated Document:** Incident Reporting Policy

Implementation	Date: September 1, 2018
Next review by board	Date: June 2026

### Background

Skate Canada strongly encourages the club report any incident that might help to improve the overall safety in the organization.

### Procedure Overview

This Incident Reporting Procedure (this “Procedure”) is designed to help Upper Canada Skating Club (the “club”) coaches to report on ice incidents in a standardized and timely manner.

### Procedure Scope

This Procedure follows the guideline from Skate Canada and is intended to ensure that incidents are reported to Skate Canada in a timely manner.

### Procedure – Reporting Process

#### **When should an incident report be completed? How to complete the form?**

1) At the time of the incident it is at the discretion of the individual responsible (Canskate coordinator or Starskate coordinator or the coach) whether an incident report should be filled out. However, Skate Canada states that,

- *From a safe sport perspective, it is better to over report than under report especially if insurance claims can stem from the incidents.*
- *Anytime a skater falls and bumps their head, an incident report must be completed in case they may suffer from a concussion.*
- *An incident report must also be completed if a skater sustains any other injury.*



2) The written incident report should be filled out and filed in the Office within 48 hours of the incident, and a formal email should be sent to the board of directors.

- *The forms are located in the Office in a binder as well as in the coaches' room in the hanging folder.*

3) Complete an online incident report and submit to skate Canada within 30 days of the incident.

- *The online form is located at <https://members.skatecanada.ca/safe-sport/submit-an-incident-report/> you must log into the membership site to complete and submit the online incident report form.*
- *Once submitted, an email confirmation (including a copy of the incident form is automatically sent to the person who submitted the form.)*
- *Please use the clubs email address: [uppercanadaskating@nellnet.ca](mailto:uppercanadaskating@nellnet.ca)*

4) A board member or Coach must complete the Accident Insurance Claim Form.

- *The form is located at <https://members.skatecanada.ca/safe-sport/registrant-insurance-claim>.*
- *Section 1 and section 3 must be completed by UCSC.*

5) If medical attention is/was required it is the family's responsibility to have section 2 filled out.

6) The Accident Claim form should be emailed to Skate Canada's Safe Sport department at [safesport@skatecanada.ca](mailto:safesport@skatecanada.ca)