



# **Incident Reporting Policy and Procedure**

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## **Policy Administration**

The Upper Canada Skating Club (“UCSC”) maintains and reviews this Policy and Procedure every three years.

Implementation Date	September 1, 2018
Next Board Review	June 2028

## **Incident Reporting Policy**

### **Background**

Skate Canada encourages all clubs to report incidents that could help improve the overall safety of the skating environment.

### **Purpose and Benefits**

This policy ensures that any unusual event, particularly injuries, is documented and appropriately reported. Benefits include:

- Ensuring compliance with insurance requirements
- Enabling effective collection and analysis of incident data
- Identifying trends (e.g., recurring injuries, poor ice conditions, lighting issues)
- Helping Skate Canada proactively implement safety improvements

## **Incident Reporting Procedure**

### **Overview**

This Incident Reporting Procedure (the “Procedure”) outlines how UCSC coaches should report on-ice incidents in a standardized and timely manner.

### **Scope**

This Procedure follows Skate Canada guidelines and ensures that incidents are reported in accordance with Safe Sport best practices.

### **1. Assessment: When to Complete an Incident Report**

At the time of the incident, it is the responsibility of the Coach in charge (Program Coordinator or Head Coach) to determine whether an incident report should be completed.

**Skate Canada Guidelines** recommend:

- **When in doubt, report.** It is better to over-report than under-report, especially if an insurance claim might result.
- An **incident report is mandatory** any time a skater bumps their head (due to potential concussion).
- An **incident report must also be completed** for any injury sustained on or off the ice during club activities.

## 2. Completing the Forms

### a. Coach Responsibilities

- The coach must complete a **written Incident Report** and file it in the office within 48 hours of the incident.
- The coach must also notify **the Club Manager and Board of Directors** via email.
- Blank incident forms are available:
  - In a binder in the UCSC Office
  - In a hanging folder on the Coaches' Room

### b. Club Manager Responsibilities

- The Club Manager will submit an online Incident Report to Skate Canada using the club email: [uppercanadaskating@gmail.com](mailto:uppercanadaskating@gmail.com)
- The online report form is available at:  
<https://members.skatecanada.ca/safe-sport/submit-an-incident-report>  
(Note: A login to the Skate Canada membership site is required)
- After submission, an **email confirmation with a copy of the form** is automatically sent to the sender/club.

### c. Accident Insurance Claim (If Applicable)

- A **Board Member or the Club Manager** must complete the **Accident Insurance Claim Form**, found at:  
<https://members.skatecanada.ca/safe-sport/registrant-insurance-claim>

### Completion Instructions:

- **Sections 1 and 3:** To be completed by a Board Member or the Club Manager
- **Section 2:** To be completed by the Skater's Family, if medical attention was required
- Once completed, the form must be emailed to:  
[safesport@skatecanada.ca](mailto:safesport@skatecanada.ca).