

## Incident Reports

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**Incident Report Form** (<https://members.skatecanada.ca/en-US/safe-sport/submit-an-incident-report/> )

### **When should an incident report be completed?**

It is at the discretion of the individual responsible at the time of the incident whether or not an incident report should be filled out. From a safe sport perspective it is better to over report than under report especially if insurance claims can stem from the incidents.

Please keep in mind 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. This information is useful and required when dealing with insurance claims stemming from the incident.

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

### **What is the purpose and benefits of an incident report?**

- To record details of an unusual event that occurs at the facility, such as an injury.
- Guarantee insurance compliance.
- This tool will allow us to effectively collect and analyze incident information related to skating.
- Detect trends by club such as bad ice, poor lighting, and ventilation issues.
- This information will allow us to proactively implement preventative measures and best in class safety programs.

### **What is involved in using this tool?**

Once the online incident report form is completed and submitted – (by a club board member, skating school administrator or coach), an email confirmation (including a copy of the incident report form) is automatically sent to the person that submitted the form for the clubs records.

**How you can help us promote this tool?**

Should you witness an incident/accident at your local club, please make certain that the Skate Canada's Online Incident Report Forms is completed and submitted to us within 30 days of the incident.

Share and promote the use of the Online Incident Report with your affiliated clubs and fellow coaches.