



Incident of Injury Reporting Procedure

The St. Thomas Skating Club (“STSC”) adheres to the Skate Canada reporting protocol for reporting and management of incidents of injuries.

1. Purpose

This procedure has been developed to guide STSC stakeholders through the process for reporting an incident of injury, should one occur, for a member participating in a Skate Canada sanctioned program offered by the STSC.

2. 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 overreport than underreport especially if injury benefit and 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 injury benefit and 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. See the flowchart below for more information.

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.

Skate Canda Online Incident Reporting Tool: What is involved in using this tool?

Once the online incident report form is completed and submitted an email confirmation (including a copy of the incident report form) is automatically sent to the person that submitted the form for the club's records.

Skate Canada’s Online Incident Report is required to be submitted within 30 days of the incident.

3. What to do in the event of injury

Role: Coach or Board Member who witnessed the incident

Steps:

1. Provide appropriate medical attention (e.g., call an ambulance if needed). If the situation warrants, contact a parent/guardian/emergency contact for the member.
2. Gather as much information about the incident as possible (witness statements, statement from injured party if possible, etc.)
3. Complete paper copy STSC Incident Report (if one is available at time of injury). Copies will be available in the Coaches room at Memorial Arena and program storage room at Joe Thornton Community Centre. Coaches may request additional copies to carry on their person, if desired.
4. Notify the STSC within 24 hours of the incident. Notifications can be emailed to st.thomasskatingclub@gmail.com
5. Submit an online incident report within 30 days. Individual submitting the report: send copy of emailed report confirmation to the STSC Board.

If the Skate Canada registrant has suffered injuries as a direct result of the incident that took place and would like to submit an **Accident Insurance Claim** please provide them this link

<https://members.skatecanada.ca/en-US/SignIn?ReturnUrl=%2Fen-US%2Fsafe-sport%2Fregistrant-insurance-claim%2F>

Reference: [Skate Canada Incidents of Injury Reporting and Management Procedure \(May 19, 2020\)](#)

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FLOWCHART

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