



Injury Reporting Policy

The North Bay Skating Club (“NBSC”) adheres to the Skate Canada reporting protocol for reporting and management of incidents of injuries.

Purpose: This procedure has been developed to guide NBSC members 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 NBSC.

When should an incident report be completed?

1. If a skater falls and bumps their head due to possible concussion.
2. If a skater sustains any other injury while participating in NBSC programming.

What is the purpose and benefit of an incident report?

- To record details of an unusual event that occurs at the facility, such as an injury.
- Guarantee insurance compliance.
- Allow the board to effectively collect and analyze incident information related to skating.
- Detects trends by club such as bad ice, poor lighting, and ventilation issues that allow for development of preventative measures.

What to do in the event of injury?

The skaters coach, coach assigned to cover insurance and liability, program coordinator for the session, or board member who witnessed the incident shall take the following steps:

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, statements from the injured person if possible, etc.)
3. Complete paper copy NBSC Incident Report (if available). Copies will be available in the coaches room at Memorial Gardens Arena.
4. Notify the NBSC board of directors as soon as possible for head injuries and within 24 hours of the incident for all other injuries. Notifications can be emailed to infnorthbayskatingclub@gmail.com.
5. The NBSC board will contact the skater, or if under 18 years of age, the parent or guardian of the skater to review the NBSC return after injury protocol (see below).
6. Submit an online incident report through Skate Canada within 30 days.
7. Send a copy of emailed report confirmation to the NBSC 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, provide the link <https://members.skatecanada.ca/en-US/SignIn?ReturnUrl=%2Fen-US%2F%2FSafe-spo%2Fregistrant-insurance%2Fclaim%2F>



NBSC Protocol for Return After Injury:

A skater who has sustained a concussion or is suspected of having sustained a concussion or any other significant injury is not permitted to return to NBSC programming until one of the following applies:

1. When a skater has not been diagnosed with a concussion, the skater is only permitted to return to NBSC scheduled sessions if the skater or, if the skater is under 18 years of age, the skater's parent or guardian provides confirmation (medical note) that the skater has undergone a medical assessment by a physician or nurse practitioner and has not been diagnosed as having a concussion, and has been medically cleared to return to sport.
2. When a skater is diagnosed by a physician or nurse practitioner as having a concussion, the skater is not permitted to return and participate in NBSC programming unless the skater or, if the skater is under 18 years of age, the skater's parent or guardian provides a confirmation (medical note) of medical clearance by the physician or nurse practitioner.

Review and Amendments

This policy will be reviewed by the Board of Directors annually. Amendments to this policy must be approved by the Board.

Last Updated / Effective Date: September 2024