

## Skate Canada Incident Reporting – How To

Accidents and injuries happen, and the best thing we can do is be prepared for when they do. Your facility and club/school should already have a first aid kit, AED, and an emergency response plan in place, but do you know the information you need to collect to submit an incident/accident report to Skate Canada? Do you know how long you have to submit the report, or where to find the links?

Skate Canada recently launched their [Safe Sport website](#) with tons of great resources to help Clubs, Coaches and Members navigate through various types of reporting. This document is designed to assist with reporting incidents/accidents.

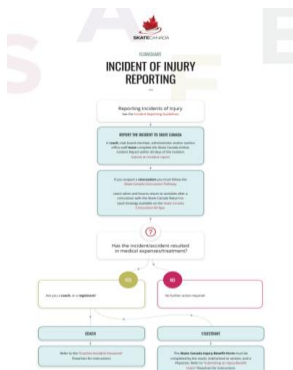
Below you will find links and information to help you navigate submitting an incident/accident report to Skate Canada.

1. Print off a couple copies of the printable version of the incident report. This document lets you know all the information you will need to collect to be prepared for submitting the incident report online.

To access, log into the Skate Canada Membership site <https://members.skatecanada.ca/> then click on the Safe Sport tab – Submit an Incident Report – then click on ‘printable version’. It will open a PDF that you can print and have ready in the event of an accident. Remember:

- a. Incidents must be reported within thirty (30) days of the occurrence.
  - b. If multiple persons were involved in the incident, a separate form will need to be completed for each person.
  - c. All reports must be filed online.
2. Report the incident online. A report can be submitted/completed by a coach, skating school administrator or a club board member. Under the Safe Sport tab – Submit an Incident Report – click on ‘Complete the Online Incident Report’ button. Use the information gathered on the printable version to assist you in submitting the online report.

You can also navigate to the Safe Sport Webpage and view their flow chart to assist you with the protocols to follow:



If you suspect a concussion, please follow the [Skate Canada Concussion Pathway](#)

3. In the event that the incident/accident led to an injury that required care, such as medical attention from a physician, there is an 'Open Claim Form' found under the Safe Sport tab – Submit an Injury Benefit Claim.

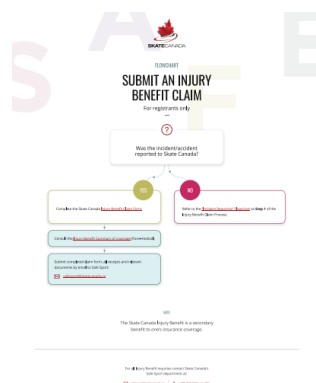
Section one (1) and three (3) must be completed by the club, and section two (2) must be completed by the attending physician. It is advisable to have a few copies of the form printed off and kept with the printable version of the incident report for easy access.

Remember:

- a. This form will be completed in printed format and emailed to Skate Canada's Safe Sport department at [safesport@skatecanada.ca](mailto:safesport@skatecanada.ca)
- b. The Injury Benefit coverage is a secondary benefit to one's family insurance.
- c. Please note that coaches have a separate insurance form that they can access online under the Safe Sport tab or check the Skate Canada Flow Chart below for all of the links:



Please see Skate Canada's Submit an Injury Benefit Claim Flow Chart to help answer and direct you in your questions about claims.



Have questions about insurance? Whether it is a question about renewing club insurance, insurance certificates, or coverage, Skate Canada has a great Insurance Guide that is easily accessed on the Info Center. Just head to <https://info.skatecanada.ca/index.php/en-ca/guides/180-insurance-faq.html> and see their list of frequently asked questions!