



ACCIDENT AND INJURY POLICY

1 BACKGROUND

The purpose of this policy is for the protection of the insured as well as the liability with the insurer. It is important to notify both Synchro BC and our insurer, if necessary, of accidents, however minor, and potential claims.

An "Accident and Injury Report" should be completed any time an accident or injury occurs at a Synchro BC or member club sanctioned function, whether or not it involves a Synchro BC member and/or member club. Injuries involving spectators should also be reported.

At a Synchro BC event, the form should be filled out by the Event Manager or Chief Referee responsible at the time of the incident. At a club sanctioned event, the forms should be filled out by a Club Executive or Head Coach responsible at the time of the incident.

The guardians of the injured athlete should NOT be asked to complete this form.

Please mail the original form to the Synchro BC office and keep a copy for your files.

Once Synchro BC receives the report, information about the incident will be kept secure by Synchro BC for future safety education and insurance references.

Synchro BC encourages the prompt reporting of all incidents.

2 CONFIDENTIALITY

Synchro BC will act consistently with Synchro BC's policies on privacy and confidentiality and will not disclose names or circumstances related to an accident or injury.

3 APPLICATION/JURISDICTION

This reporting applies to all Synchro BC employees, contractors, directors, officers, referees, officials, volunteers, participants, members and family members of participants.

For purposes of this policy, accidents and/or injury may occur:

- a) at Synchro BC sporting events or training sessions;
- b) at Synchro BC offices;
- c) at Synchro BC meetings, conferences, events and training sessions;
- d) while travelling to or from Synchro BC activities; and,
- e) in any other location where accidents and injury involving Synchro BC may occur.

Date created July 15, 2015	Review date	Date approved July 18, 2015
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