

Swim Saskatchewan Inc.

BOARD OF DIRECTORS POLICIES

Type: Administration
Name: Critical Incident Reporting
Authority: Board of Directors

Policy Number: A-4
Date Approved: June 2006
Date Revised:

Reference: SSI Bylaws Art. 7, SSI Board Policy M-1, Fina Facilities Rules (Appendix B of Swimming Rules of SNC) and SNC Risk Management/Warm-Up Procedures (Appendix F of Swimming Rules of SNC)

The Bylaws limit the liability of and/or indemnify the Board of Directors and its agents from civil responsibility in prescribed situations. The Bylaws require SSI to purchase such insurance as may be prudent to protect SSI and its members from civil liability in other situations.

SSI maintains on its behalf and on behalf of its members, sport liability and accident insurance for personal injury and other losses that may occur during swim training, competition and other activities. As a condition of access to this insurance, SSI requires its members to notify SSI of any incident which may create the potential risk of exposure to civil liability. Incidents which carry the potential risk of liability include personal injury, breach of personal boundaries (including indecent exposure, voyeurism or sexual touching) or loss, theft or damage to personal property or facilities.

Club presidents will notify SSI of any incident to which emergency responders (police, fire, ambulance, first responders) have been called. In addition, club presidents should report any other situation which, in the judgment of the club president, may constitute risk for the club or for SSI. The ED of SSI will be responsible to follow up reports and facilitate access to insured benefits, and to advise the President of SSI of any unresolved situations.

Reports will be submitted using the critical incident reporting form which is appended to this policy. Reports should be submitted within 48 hours of any situation that required emergency response, or within 7 working days of any other situation.



Critical Incident Report Form

Completed forms to be submitted to the Swim Saskatchewan Office

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Type of Incident: Property Loss/Theft _____ Property Damage _____ Personal Injury _____ Other _____

Name of Person Reporting: _____

Title/responsibility of Person Reporting: _____

INCIDENT:

(Please be as specific as possible) What happened? Who was involved? Names of any witnesses?

Please indicate if appropriate/able to assess:

- Accident, during normal use of equipment/facility or as an unintentional consequence of normal/appropriate activities
- Accident, during unusual/inappropriate use of equipment/facility or as unintentional consequence of inappropriate behaviour (horseplay)
- Wilful or deliberate personal injury
- Wilful or deliberate loss of property (theft) or damage to property
- Consequence of unforeseeable circumstance (e.g. power failure)

INVESTIGATION:

Were emergency personnel (Fire, Ambulance, Police) notified? Yes _____ No _____

Did emergency personnel attend at time of incident? Yes _____ No _____

If incident involved personal injury, was immediate medical attention obtained on or off site? Yes _____ No _____

Describe: Direct observations, evidence of damage, discussions with witnesses, safety precautions that were in place at the time of the incident, etc. (Who, why, what, when, how)

Approximate cost of the loss/damage to property, if known: \$ _____

Date submitted

Signature of Person Reporting

Date Received by SSI

Signature of SSI Executive Director

2205 Victoria Ave., Regina, SK S4P 0S4

Phone: (306) 780-9291 or 780-9238

Email: office@swimsask.ca

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SUPPORTED BY:

