



## ACCIDENT AND INJURY POLICY

This policy is intended to protect BC Artistic Swimming, its members, and its insurance carrier as it relates to accidents and injury and the potential liability of such incidents.

For the purposes of this policy, a sanctioned event or function means all business and activities over which BC Artistic Swimming has jurisdiction, including, but is not limited to:

- Day-to-day operations at the BCAS office or the staff's place or work
- provincial, national and international competitions in which BCAS members have received permission to attend
- club, provincial or national training activities in and out of the pool
- awards ceremonies or celebrations
- meetings, conventions, seminars, symposiums or gatherings of members
- travel to and from club, provincial, national and international competitions or training events
- any other activity that involves BC Artistic Swimming

### 1. Application and Jurisdiction

This policy and reporting requirements apply to all BC Artistic Swimming employees, contractors, directors, officers, referees, officials, volunteers, participants, members and family members of participants.

### 2. Duty to Report

It is important to notify both BC Artistic Swimming and its insurer of accidents and injuries, however minor, and of all potential claims.

#### 2.1 When to Report

A BCAS Accident and Injury Report must be completed any time an accident or injury occurs at a sanctioned event or function of BC Artistic Swimming, its member clubs or Canada Artistic Swimming, even if the incident involves non-members such as spectators or members of the public. Incidents must be reported to BC Artistic Swimming within 48 hours of their occurrence.

#### 2.2 How to Report

The BCAS Accident and Injury Report must be submitted by mail or submitted by [electronic means](#) provided it is legible and duly signed as required. The person completing the report is encouraged to provide a copy to the injured party or their family, as appropriate, and to keep a copy for their club files.

#### 2.3 Incidents at BCAS Events

At a BC Artistic Swimming event, the Event Manager or Chief Referee responsible at the time of the incident must complete the BCAS Accident and Injury Report.

## **2.4 Incidents During Club Events or Activities**

At a club sanctioned event, a Club Executive or Head Coach must complete the BCAS Accident and Injury Report at the time of the incident. The guardians of the injured athlete should NOT be asked to complete this form.

## **2.5 Failure to Report**

- 2.5.1 Failure to report an incident within the stipulated timeframe outlined herein may result in the denial of the claim or medical bye.
- 2.5.2 Medical byes related to an injury sustained while participating in an artistic swimming activity will not be granted if the BCAS Accident and Injury Report is not submitted as stipulated herein.
- 2.5.3 The submission of the BCAS Accident and Injury Report may result in the BC Artistic Swimming waiving the medical note requirements outlined in the [Provincial Program Procedures](#).

## **3. Confidentiality**

BC Artistic Swimming will act consistently with BC Artistic Swimming's policies on privacy and confidentiality and will not disclose names or circumstances related to an accident or injury, except as required in dealings with the insurance provider.

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