

ACCIDENT AND INJURY POLICY

Date created: July 15, 2015

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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 or by virtual means
- Award 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.

Injuries sustained outside of artistic swimming activities should be reported to BCAS if the athlete will be unable to participate in artistic swimming activities for more than 10 days and if their inability to participate may impact their ability to compete in a qualification event.

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. Please click the link for the [online Accident and Injury Report Form](#).

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. Please refer to Appendix A.
- 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.

Appendix A

What is the difference between an Injury/Illness Report and a Bye Request?

An [Accident or Injury Report \(online form\)](#) must be completed for all artistic swimming-related incidents that result in injury in accordance with the [BCAS Accident and Injury Policy](#). Accident and Injury Report Form are needed for insurance compliance and data collection purposes.

A [Bye Request](#) is only needed when an athlete is unable to participate in a qualifying or mandatory competition or event for any reason (including Accident or Injury) and the athlete wishes to receive a bye to compete at the next competition or event (e.g., the athlete will miss Provincial Qualifier but wishes to compete at Provincial Championships).

Clubs must ensure that they submitted an Accident or Injury Report Form (for artistic swimming-related incidents) prior to requesting a Bye. BCAS may decline a Bye Request on the basis that an Accident or Injury Report Form has not been previously submitted.

The Bye Request Form should be completed by a Club representative when an athlete is unable to participate in a mandatory or qualifying competition/event. Byes may be requested for medical or other reasons outlined in the [Provincial Qualifications Procedures](#).

An approved bye is necessary for the athlete to be eligible to enter and compete in subsequent competitions. A separate Bye Request Form is required for each competition in which the athlete is unable to compete.

Incomplete Bye Requests

Supporting documentation must be provided together with this completed form at the time of submission. Incomplete Bye Requests cannot be processed or considered in accordance with Provincial Qualification Procedures.

Less than 24 hours: If this Bye Request is being submitted less than 24 hours before the first event of the competition:

- Complete the online form (if possible, it will be processed or considered prior to the competition, provided all supporting documentation is attached)
- Bring a copy of the completed form AND all supporting documentation to the Chief Referee upon arrival at the competition
- If supporting documentation (such as a medical note) is not available by the time of the competition, it must be forwarded to the BCAS office no later than 7 days after the event

Incident/Injury Reports: If your Bye Request relates to an injury sustained during artistic swimming activities, the Club must already have an [Accident or Injury Report \(online form\)](#) on file with BCAS.

If you have any questions about Byes, please email ssc@bcartisticswimming.ca.