



Emergency Action Preparedness (EAP)

Updated January 2024

Note that this is an internal document for members only

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Introduction

The Emergency Action Preparedness Plan (EAP) is a plan that will be executed in an event of injury and/or medical situation. The EAP process is outlined below and includes emergency personnel, communication, and transportation guidelines.

The EAP procedures are designed to align with provincial and federal legal requirements. Where legal requirements conflict with the Spartans EAP, the provincial and federal requirements will take precedence. The EAP is updated on an annual review cycle and approved by the Board.

Emergency Response Steps / Summary

In an emergency situation, one person (**Charge Person**) will assess the situation, provide emergency aid, and stay with the athlete. A second person (**Call Person**) will coordinate EMS and direct traffic. A senior coach will be the default **Charge Person**, and an assistant coach will be the default **Call Person**. If two coaches are not available, the coach may designate a responsible senior athlete/board member/parent volunteer to act as the **Call Person**.

Charge Person Responsibilities

*The default **charge person** is the most Senior Coach. If a senior coach is not present, an assistant coach becomes the charge person. The Charge Person is always required to carry the first aid kit.*

In case of emergency, the charge person is responsible for the following:

1. Conduct an initial assessment of the injury.
2. Designate someone to watch the other participants. If nobody is available to supervise, stop all activities and ensure all participants are in a safe area.
3. Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
4. Record the injury using their club's accident report form.

In a medical emergency, the Charge Person may accompany the athlete to the hospital if a parent or guardian is not available. All effort should be made to reach the parent or guardian.

Call Person Responsibilities

*The default **call person** is the Assistant Coach. If the Assistant Coach is the only coach present, they may designate a responsible senior athlete/board member/parent volunteer to act as the call person.*

In an emergency, the Call Person is responsible for the following:

1. Call for emergency help.
2. Provide all necessary information to dispatch.
 - a. The facility location
 - b. The closest access door to the injured participant
 - c. The nature of the injury
 - d. A description of first aid that has been performed.
 - e. Other medical information, such as allergies or medical conditions

Calgary Spartans Emergency Action Preparedness Plan

3. Clear any traffic from the facility entrance or access road before the ambulance arrives.
4. Wait by the entrance to direct the ambulance.
5. Call the participant's emergency contact person.
6. Assist the charge person as needed.

Communications

The Call Person will:

1. Call EMS if necessary (911)
2. Call the parent or guardian of athlete (Contact info in coach's TeamSnap app)

If EMS transports the athlete to the hospital and a parent or guardian is unavailable, the **Charge Person** will accompany the athlete to the Hospital. The **Call Person** will stay with the remaining athletes and maintain communication with the parent or guardian.

Assumptions:

- The coach or another athlete will have a cell phone on site.
- During a racing event an ambulance is at the venue.

Transportation

Non-Emergency

1. Wait with athlete for arrival of parent or guardian. The parent or guardian must pick up the athlete if possible.
2. If a parent or guardian is unable to come, The **Charge Person** coach may drive the athlete for medical treatment but must have one other person with them. The parent or guardian must give permission for the transport to take place.

Emergency Situation

1. Wait for EMS to arrive and remain at location while care is being provided.
2. Go to designated hospital and wait with the athlete until parent/guardian arrives.

Medical and Family Contact Information

The Coach's TeamSnap App has the following:

- The athlete's emergency contact information
- Description of medical conditions, if applicable
- Alberta Health Care number

The first aid kit will have the same information, updated twice per season.

Emergency Personnel

The main emergency personnel team will consist of Spartan coach or designate for the following events. At least one Spartan coach or designate must be trained in emergency CPR and First Aid. If a coach is not present at an event, they must assign a designate, and that person must be briefed on their responsibilities.

- At each training session there will be either a Spartan coach or designate.

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- At a race event there will be either a Spartan coach or designate.
- At a track meet there will be either the Spartan coach or designate AND coaches from different athletic clubs and a professional EMS team present. Those persons must be identified before the start of the track meet.

Emergency Communication

In the event of an injury or medical situation the coaches or designate are trained to provide immediate care and activate the EAP to request medical assistance. The procedures may be different depending on the training season and location of the athletes.

Immediate communication with EMS and parents is vital in any emergency situation therefore coaches will have a charged cell phone at every training session and race. Also, coaches will have access to a confidential contact list of guardians for each athlete (available in TeamSnap).

Common Medical Conditions

Below is a list of common injuries and medical conditions that could occur to athletes while training and racing. It outlines the signs, symptoms and treatment for those injuries and medical conditions.

Particular importance should be given to air quality during the spring/summer due to potential poor air quality resulting from forest fires in Alberta and British Columbia. It is recommended that athletes and coaches confirm air quality prior to each practice in the summer months.

Calgary: https://weather.gc.ca/airquality/pages/abaq-002_e.html

Edmonton: https://weather.gc.ca/airquality/pages/abaq-001_e.html

TWISTED ANKLE

Signs and Symptoms:

- Difficulty running and /or walking
- Swollen ankle
- Blue or black bruising
- Pain in ankle or foot

Treatment:

- Athlete should be removed from indoor/outdoor track or trail
- Coach or trainer should apply ice packet to control pain and swelling

PULLED AND CRAMPED MUSCLES

Signs and Symptoms:

- Difficulty running and /or walking
- Pain and involuntary spasm may occur in hamstring or quadriceps

Treatment:

- Athlete should be removed from indoor/outdoor track or trail
- Coach or trainer should support athlete in stretching muscle
- Athlete should be advised to hydrate and rest

EXHAUSTION

Signs and Symptoms:

- Pale moist skin
- Excessive sweating
- Athlete feeling faint, nauseous, or dizzy
- Athlete may have elevated core temperature

Treatment:

- Athlete should be removed from heat
- Ice or ice packs should be applied to face, neck, and armpits
- Athlete should be given fluids to sip
- Athlete should be monitored

FAINTING

Signs and Symptoms:

- Loss of consciousness
- Skin appears pale and sweaty

Treatment:

- Lift athletes legs 12 inches above ground
- Monitor athletes vitals
- Athlete should take in fluids and rest

CHRONIC CONDITION (ASTHMA)

Signs and Symptoms:

- Chest tightness, discomfort, or wheezing
- Uncontrolled cough
- Inability to speak in full sentences
- Nasal flaring
- Prolonged expiration phase of breathing

Treatment:

- Athlete to use prescribed medication and strategies from physician
- Athlete to bring inhaler to practices and races.

HEAT STROKE

Signs and Symptoms:

- Nausea
- Elevated body temperature, typically 40 degrees or higher
- Seizures
- Confusion / disorientation
- Lack of sweating
- Headache

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- Shallow breathing and rapid heartbeat

Treatment:

- Move athlete to the shade
- Sponge with cool water
- Place ice packs or cool wet towels on neck, armpits, and groin
- Seek emergency medical care

Concussion Protocol

CONCUSSION RECOGNITION TOOL 5[®]

To help identify concussion in children, adolescents and adults



FIFA[®]

Supported by



FEI

RECOGNISE & REMOVE

Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

STEP 1: RED FLAGS – CALL AN AMBULANCE

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the player should be safely and immediately removed from play/game/activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

- Neck pain or tenderness
- Double vision
- Weakness or tingling/burning in arms or legs
- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated or combative

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Assessment for a spinal cord injury is critical.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Do not remove a helmet or any other equipment unless trained to do so safely.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

STEP 2: OBSERVABLE SIGNS

Visual clues that suggest possible concussion include:

- Lying motionless on the playing surface
- Slow to get up after a direct or indirect hit to the head
- Disorientation or confusion, or an inability to respond appropriately to questions
- Blank or vacant look
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Facial injury after head trauma

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STEP 3: SYMPTOMS

- Headache
- "Pressure in head"
- Balance problems
- Nausea or vomiting
- Drowsiness
- Dizziness
- Blurred vision
- Sensitivity to light
- Sensitivity to noise
- Fatigue or low energy
- "Don't feel right"
- More emotional
- More Irritable
- Sadness
- Nervous or anxious
- Neck Pain
- Difficulty concentrating
- Difficulty remembering
- Feeling slowed down
- Feeling like "in a fog"

STEP 4: MEMORY ASSESSMENT

(IN ATHLETES OLDER THAN 12 YEARS)

Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion:

- "What venue are we at today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week/game?"
- "Did your team win the last game?"

Athletes with suspected concussion should:

- Not be left alone initially (at least for the first 1-2 hours).
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.

The CRT5 may be freely copied in its current form for distribution to individuals, teams, groups and organisations. Any revision and any reproduction in a digital form requires approval by the Concussion in Sport Group. It should not be altered in any way, rebranded or sold for commercial gain.

ANY ATHLETE WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PRACTICE OR PLAY AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE

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Training and First Aid Kits

As per Calgary Spartans Athletic Club policy, ALL COACHES should have up to date EMR training. This training includes Cardio Pulmonary resuscitation (CPR) and Standard First Aid.

First Aid Kits

A first aid kit should be prepared and available at any training facility or race and should include the following:

Disinfectants:

- Antiseptic soap, antiseptic cream, antiseptic solution, peroxide dressings
- Ocular, aseptic, adhesive bandages, elastic bandages, triangular bandages and safety pins

Ointments:

- Zinc ointment
- Xylocaine spray

Other supplies:

- Disposable gloves, scissors, tongue depressor, body temperature thermometer, cold packs, plastic bags, adhesive tape, ankle stabilizer, water bottles, bug spray, antibacterial wipes, running tape, flashlight.
- Instant ice packs
- A bottle of water

It is the coach's responsibility to ensure the first aid kit is up to date. The coach may submit an expense reimbursement form to the club for the cost of keeping the first aid kit up to date.

Environmental Conditions

WEATHER CONDITION	RISK FACTORS	PERSONNEL	COMMUNICATION	TRANSPORTATION
HEAT & HUMIDITY	Humidity index and temp +40	A decision to cancel practice is made by the coach based on risk factor guidelines	The coach will post a Team Snap notice to all athletes or guardians an hour before practice to inform about the cancellation	n/a
COLD TEMPERATURES	Wind chill -30	A decision to cancel practice is made by the coach based on risk factor guidelines	The coach will post a Team Snap notice to all athletes or guardians an hour before practice to inform about the cancellation	n/a
RAIN & LIGHTNING	Downpour an hour before practice without sign of stopping. Lightening must stop with a half hour of no thunder for practice to occur.	A decision to cancel practice is made by the coach based on risk factor guidelines	The coach will post a Team Snap notice to all athletes or guardians an hour before practice to inform about the cancellation	If athletes are training outdoors on the track and lightening occurs, then the coach must evacuate to a safe place.
FOREST FIRE SMOKE	Air quality index over 6	A decision to cancel practice is made by the coach based on risk factor guidelines	The coach will post a Team Snap notice to all athletes or guardians an hour before practice to inform about the cancellation	
RESOURCES	Calgary: https://weather.gc.ca/airquality/pages/abaq-002_e.html Edmonton: https://weather.gc.ca/airquality/pages/abaq-001_e.html			

In the case of inclement weather, it is the Senior Coach of each training group who makes the decision whether to cancel practice. The coaches will inform all of their group's athletes of the decision to cancel the practice using the TeamSnap Chat or Alert feature at least one hour before practice time on the day of the practice.

General rules for inclement weather:

A **"severe weather watch"** from Environment Canada indicates that conditions favour the occurrence of a certain type of hazardous weather. Monitor weather conditions through a local media station or website and take appropriate precautions.

A **"severe weather warning"** issued by Environment Canada indicates that a hazardous event is imminent in about 30-60 minutes. You should seek shelter indoors and continue to monitor weather conditions.

Rain – Severe down pouring at one hour before practice and Environment Canada doesn't show weather conditions changing by practice time – cancel practice. Some rain and no thunder and lightning means practice will go on as planned.

Thunder and Lightning – Generally, the lightning threat diminishes with time after the last sound of thunder but may persist for more than thirty minutes. Therefore, our practice is to wait 30 minutes after the last sound of thunder prior to returning to outdoor practices.

Temperature – Outdoor practices will not be held if it is hotter than +40 degrees, if it snows or if it's colder than minus 30 degrees.

Travel EAP (Out of Town / Out of Province)

The form for out of town travel is available under the Resources menu of the Spartans website. It can be filled out online, or via a downloaded PDF file. The form must contain the following information and must be submitted to the Spartans Administrator and President one week prior to departure to ensure liability coverage.

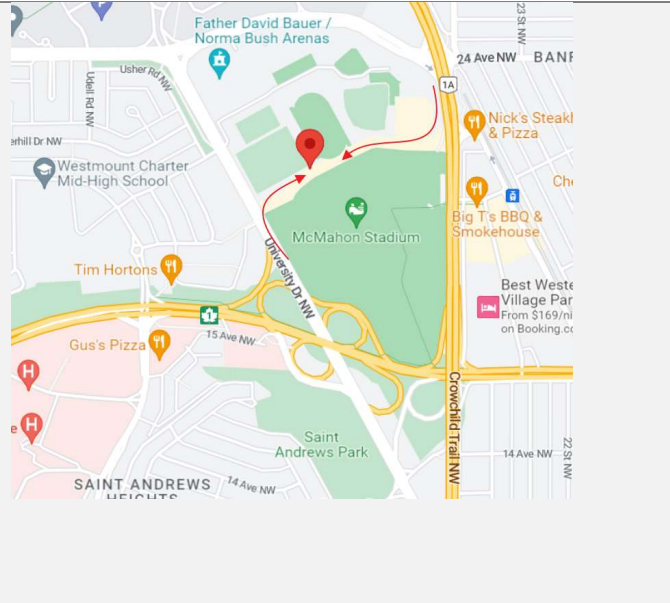
Each lead coach is responsible for filling out a travel form for their training group and must include all the athletes travelling in their care. The travel form must be submitted to the meet coordinator. If that position is vacant, the form should be submitted to the club president.

- Date of Travel, Accommodation Location
- Event(s), Meet Time(s) and Location
- AED Location(s)
- Charge Person & Call Person
- Travel Information – Contact Information is available in TeamSnap
- Vehicle(s) to have the following:
 - Driver to have – Class 5 License, Abstract complete, Criminal Record Check, charged cell phone
 - First aid kit
 - Charge Person (may be the same as the driver)
 - Call Person
 - A seat belt provided for each passenger in that vehicle.
- List of any athlete medical conditions, allergies etc.
- Names and phone numbers of athletes, coaches, and chaperones travelling.
- Names and phone numbers of parents/guardians.

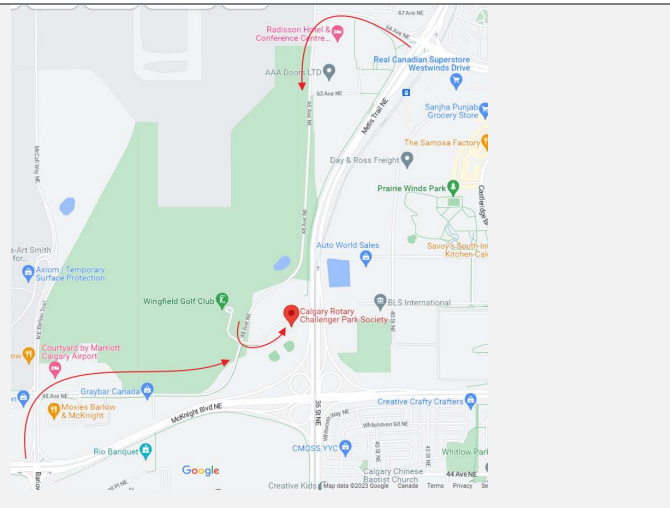
Appendix 1: Training Venues

The training venue and direction information is included in the EAP so that in event of an emergency or injury situation EMS personnel and parents can locate athletes. See attached maps and Schedule below for the different training groups.

OUTDOOR VENUE: FOOTHILLS ATHLETIC PARK

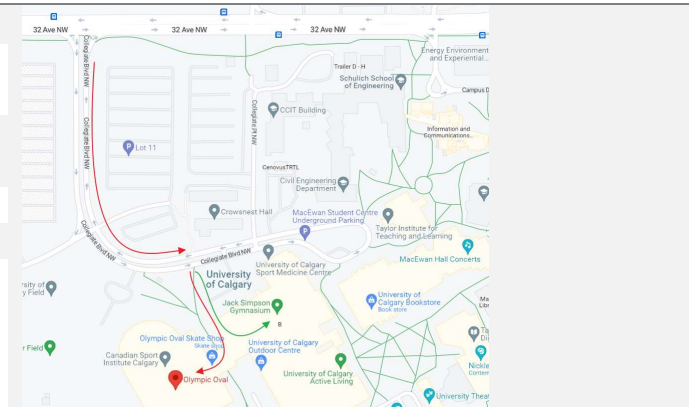
Address	2431 Crowchild Trail NW, Calgary	
	Note: Entrance to the track is in front of the Red and White Club.	
Map Link	https://goo.gl/maps/LYAhX4iNhUrYtFfq9	
Location of first aid kit	Coach duffle, carried daily to practice.	
Nearest Hospital	Foothills Medical Centre	
Facility Manager		
Facility Manager		
Phone		

OUTDOOR VENUE: CALGARY ROTARY CHALLENGER PARK

Address	3688 48 Ave NE, Calgary	
Map Link	https://goo.gl/maps/wmC5vJ26TR1AXhj9	
Location of first aid kit	Coach duffle, carried daily to practice.	
Nearest Hospital	Peter Lougheed Medical Centre	
Facility Manager		
Facility Manager		
Phone		

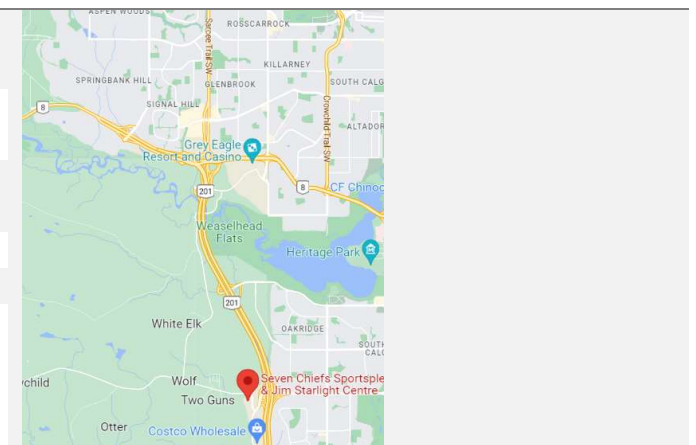
INDOOR VENUE: UNIVERSITY OF CALGARY OLYMPIC OVAL AND THE JACK SIMPSON GYMNASIUM

Address	288 Collegiate Blvd NW
Map Link	https://goo.gl/maps/BsmPkoGGkwnjZg2o8
Location of first aid kit	Coach duffel, carried daily to practice.
Nearest Hospital	Foothills Medical Centre
Facility Manager	Oval Front Desk
Facility Manager Phone	



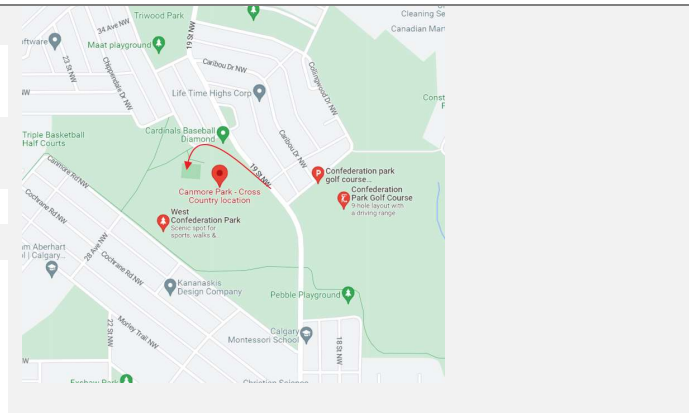
INDOOR VENUE: SEVEN CHIEFS SPORTSPLEX

Address	Tsuut'ina Nation, 19 Bullhead Rd, Calgary
Map Link	https://goo.gl/maps/Nwsd4YN81uV1mA69A
Location of first aid kit	Coach duffel, carried to practice
Nearest Hospital	Rocky View Hospital
Facility Manager	
Facility Manager Phone	



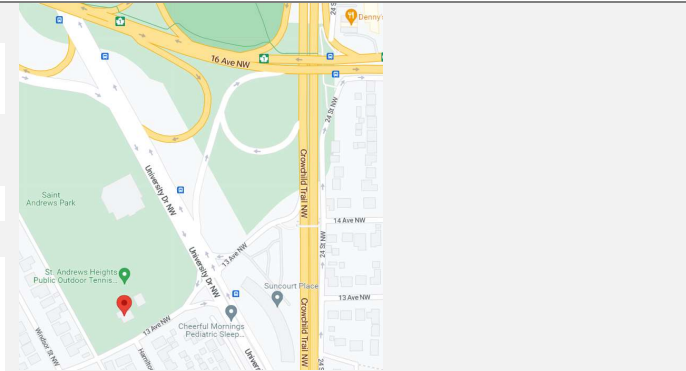
CROSS COUNTRY LOCATION: WEST CONFEDERATION PARK (FORMERLY CANMORE PARK)

Address	3298 19 St NW, Calgary
Map Link	https://goo.gl/maps/ead2YcttK2i8882KA
Location of first aid kit	Coach duffel, carried to practice
Nearest Hospital	Foothills Medical Centre
Facility Manager	n/a
Facility Manager Phone	n/a



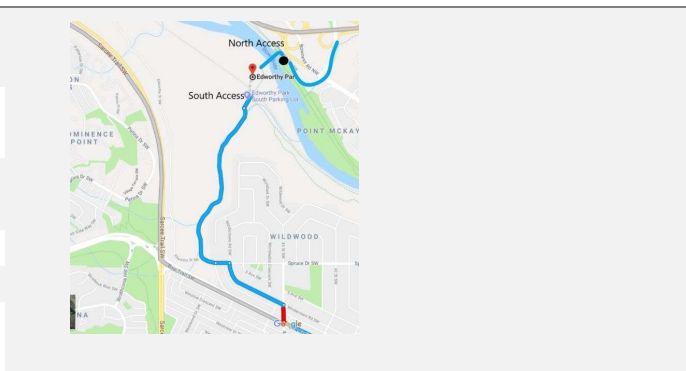
CROSS COUNTRY LOCATION: ST. ANDREWS HILL

Address	2504 13th Ave NW, Calgary
Map Link	https://goo.gl/maps/6U1GuBzTWhLTKasv6
Location of first aid kit	Coach duffle, carried to practice
Nearest Hospital	Foothills Medical Centre
Facility Manager	n/a
Facility Manager	n/a
Phone	



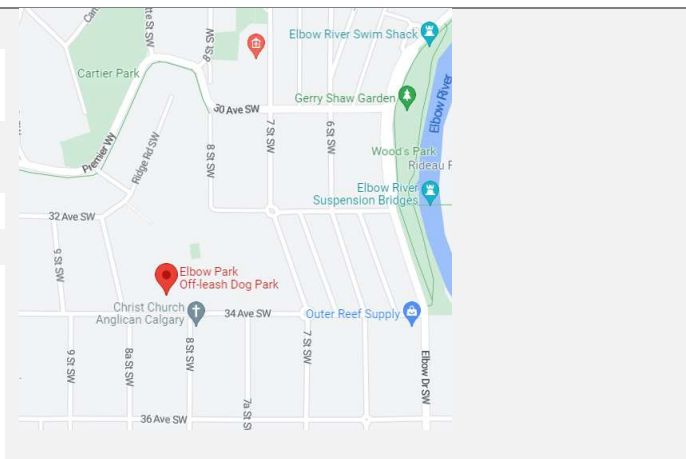
CROSS COUNTRY LOCATION: EDWORTHY PARK

Address	5050 Spruce Drive SW, Calgary
Map Link	https://goo.gl/maps/cs568y4mvfpZBzmi6
Location of first aid kit	Coach duffle, carried to practice
Nearest Hospital	Foothills Medical Centre
Facility Manager	n/a
Facility Manager	n/a
Phone	



CROSS COUNTRY LOCATION: ELBOW PARK (OFF LEASH DOG PARK)

Address	3617 9th Street SW, Calgary
Map Link	https://goo.gl/maps/5HFRPXy9xyKDzdg66
Location of first aid kit	Coach duffle, carried daily to practice
Nearest Hospital	Foothills Medical Centre
Facility Manager	n/a
Facility Manager	n/a
Phone	



Appendix 2: Training Schedules

Cross-Country Training Schedule: September 2023 – October 2023

ATHLETIC DEVELOPMENT

DAY	TIME	LOCATION
		Sept - Oct
MONDAY	5:30 – 7:00pm	West Confederation Park
WEDNESDAY	5:30 – 7:00pm	Glenmore Track
FRIDAY	5:30 – 7:00pm	St. Andrews Hill

SPRINTS / JUMPS / HURDLES

DAY	TIME	LOCATION
		Sept - Oct
MONDAY	5:30 – 7:00pm	St. Andrews Hill
WEDNESDAY	5:30 – 7:00pm	Glenmore Track
FRIDAY	5:30 – 7:00pm	St. Andrews Hill
SATURDAY	10:30 – 12:30pm	St. Andrews Hill

DISTANCE

DAY	TIME	LOCATION
		Sept - Oct
MONDAY	5:30 – 7:00pm	West Confederation Park
WEDNESDAY	5:30 – 7:00pm	West Confederation Park
FRIDAY	5:30 – 7:00pm	West Confederation Park

Indoor Training Schedule: November 2023 – March 2024

ATHLETIC DEVELOPMENT

DAY	TIME	LOCATION
		November - March
TUESDAY	6:30 – 8:00pm	Jack Simpson Gym
THURSDAY	5:30 – 7:00pm	Seven Chiefs Sportsplex
SATURDAY	9:00 – 10:30am	Jack Simpson Gym

SPRINTS / JUMPS / HURDLES

DAY	TIME	LOCATION
		November - March
MONDAY	5:30 – 7:00pm	Olympic Oval *
WEDNESDAY	5:30 – 7:00pm	Olympic Oval *
FRIDAY	5:30 – 7:00pm	Olympic Oval *
SUNDAY	10:30 – 12:30pm	Olympic Oval *

* Backup location is the Jack Simpson Gym

DISTANCE

DAY	TIME	LOCATION
		November - March
MONDAY	5:00 – 7:00pm	Olympic Oval *
WEDNESDAY	5:00 – 7:00pm	Olympic Oval *
FRIDAY	5:00 – 7:00pm	Olympic Oval *

* Backup location is the Jack Simpson Gym

Outdoor Training Schedule: April 2024 – August 2024

ATHLETIC DEVELOPMENT

DAY	TIME	LOCATION
April 12 – June 23		
MONDAY	5:00 – 7:00pm	Foothills Athletic Park
WEDNESDAY	5:00 – 7:00pm	Foothills Athletic Park
FRIDAY	5:00 – 7:00pm	Foothills Athletic Park

SPRINTS / JUMPS / HURDLES

DAY	TIME	LOCATION
April 12 – June 23		
MONDAY	5:00 – 7:00pm	Foothills Athletic Park
WEDNESDAY	5:00 – 7:00pm	Foothills Athletic Park
FRIDAY	5:00 – 7:00pm	Foothills Athletic Park
SATURDAY	10:30 – 12:30pm	Foothills Athletic Park

DISTANCE

DAY	TIME	LOCATION
April 12 – June 23		
MONDAY	5:00 – 7:00pm	Foothills Athletic Park
WEDNESDAY	5:00 – 7:00pm	Foothills Athletic Park
FRIDAY	5:00 – 7:00pm	Foothills Athletic Park

Appendix 3: Race Schedules with Venues

Indoor Track, Outdoor Track and Cross-country race season venues may change year to year. To accommodate for the variation in location, a race schedule will be updated in the EAP seasonally. Additionally, a copy of the race schedule will be publicly available to athletes on the Calgary Spartans website.

Spartans Cross-Country Meet Schedule (2023-2024)

DATE	MEET NAME	PLACE OF MEET	ENTRY DEADLINE
SEPT 23, 2023	Cochrane Endurance Project	CANCELLED	Sep 26
OCT 14, 2023	Caltaf XC Meet	TBD	Oct 11
NOV 4, 2023	XC Championships	Wetaskiwin	Nov 1
NOV 25	XC Nationals	Ottawa	Nov 14

Spartans Indoor Meet Schedule (2023-2024)

Note, not all dates for 2024 indoor meets have not been released at the time of publication.

DATE	MEET NAME	PLACE OF MEET	ENTRY DEADLINE
DEC 10	Dino Opener	Jack Simpson	Dec 2
JAN 7	Jack Simpson Open	Jack Simpson	Dec 30
JAN 19-21	Golden Bear Open	Edmonton	TBD
JAN 28	Dino Classic	Jack Simpson	Jan 20
FEB 3-4	Alberta Indoor Games	Edmonton	TBD
FEB 23-24	Canada West Championships	Edmonton	TBD
FEB 24	Cheetah Indoor Invitational	Calgary	TBD
MAR 1-3	AB Indoor Championships	Edmonton	TBD

Spartans Outdoor Meet Schedule (2023-2024)

Note, dates for 2024 outdoor meets have not been released at the time of publication.

DATE	MEET NAME	PLACE OF MEET	ENTRY DEADLINE
	Calgary Spring Challenge	Foothills Athletic Park	Early May
	Gord's Series #1	Foothills Athletic Park	Mid May
	Gord's Series #2	Foothills Athletic Park	Late May
	Caltaf Track Classic	Foothills Athletic Park	Early June
	Cheetah Open	Foothills Athletic Park	Mid June
	Sherwood Park Track Classic & Tri Prov Games	Strathcona Athletic Park, Sherwood Park	Late June
	Gord's Series #3	Foothills Athletic Park	Early July
	Alberta Summer Games *	Holy Trinity Academy, Okotoks	Mid July
	Canadian Track and Field Championships	McLeod Athletic Park, Langley	Mid July
	Caltaf Last Chance Twilight Meet	Foothills Athletic Park	Late July
	Legion National Championships *	University of Sherbrooke, QC	Late July
	Caltaf Throws Fest	Glenmore Athletic Park	Mid August

Appendix 4: Forms

Figure 1: EAP Meet Travel Form



Date: _____

Accommodation Location: _____

Event: _____ Meet Time(s): _____ Location: _____

AED Location(s): _____, _____, _____, _____

Charge Person: _____ Call Person: _____

TRAVEL	DETAILS	CONTACT INFORMATION
Airline and Flight Number		
Bus Company and Lic. Plate		
Rental Company and Lic. Plate		
Personal Vehicle and Lic. Plate		
Other		

Each vehicle to have the following:

Driver – Class 5 License	yes_____	No_____	N/A_____
Driver – Abstract Complete	Yes_____	No_____	N/A_____
Driver – Criminal Record Check	Yes_____	No_____	N/A_____
Charged Cell Phone	Yes_____	No_____	N/A_____
First Aid kit	Yes_____	No_____	N/A_____

NAMES	ATHLETE PHONE	MEDICAL CONDITION(S)	INSURANCE?	PARENT PHONE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Figure 2: Incident Report Form



Injured Last Name First Middle	Telephone	Gender
Address		
Date of Incident Time of Incident	Date of Birth	
Injured person (circle one) athlete, official, coach, parent, volunteer, other: <i>specify</i>	Event (circle one) Meet Club practice	

Parent/ Guardian (If injured person is a minor)

Name(s)	Telephone
---------	-----------

Incident Information (attach any photos or video(s) as available)

Description of incident			
Location of incident	Care given and by whom:	Outcome (first aid only, taken to hospital, refused care, taken to clinic, picked up by guardian)	Followed up needed (Y or N)

Witness Information

Name	Address	Telephone Number

Person completing this form

Name: _____ Signature: _____ Phone #: _____