



ALPINE YUKON

INCIDENT REPORTING PROCEDURE (interim 2021)

PURPOSE

If, during the course of a sanctioned activity (INCLUDES TRAINING), there is a significant or unusual injury to any person, or if there is any other form of incident that may have liability consequences, the incident must be documented and reported immediately following the incident.

STEPS

1. Gather and Record the Facts
2. Report the Incident
3. File the Incident

1. Gather and Record the Facts

Use the “Canadian Snow Sports Association, Incident Reporting Form”. The fillable incident report form is available on the Alpine Yukon Website and a hard copy is available in the “Emergency Procedures Binder”. You must complete and sign the incident report.

2. Report the Incident

Immediately following your documentation of the incident, inform the Head Coach and Executive Officer(s) of Alpine Ski Association Yukon about the incident and provide a copy of the Incident Report to the Head Coach and Executive.

The Executive will review and submit the Incident Report to Alpine Canada, the Insurer JLT, and Canadian Snow Sports Association

3. File the Incident

The final step in the reporting procedure is to file the Incident Report. When you have completed the incident report, you must file the report in the Emergency Procedure Binder. Next, ensure that you enter a note in the Tailgate Meeting Binder. The note must reference the incident and state that you followed the Incident Reporting Procedure.