



## Coliseum Soccer Club Incident Reporting Policy

Coliseum Soccer Club is committed to ensuring our athletes are as safe as possible. Coaches, and all other volunteers in regular contact with our athletes will adhere to the following procedure if an injury or accident occurs.

- Stay calm but act swiftly
- Listen to what the injured person is saying
- Contact the injured person's parent/guardian
- Alert the trainer (if available) who should take appropriate action for minor injuries
- In the event of a serious injury, call EMS
- Do not move someone with major injuries. Wait for EMS
- Complete and email a copy of the Incident/Accident Report Form (attached) to your Director of Coaching and Club Administrator within 48 hours.



## Coliseum Soccer Club Incident/Accident Reporting Form

Date of Incident:

Time of Incident:

Injured Person's Full Name:

Age:                      Sex:

Parent/Guardian Name:

Contact Phone:

Event/Activity:

Location:

Person in charge of location/event at time of incident:

Provide a detailed description of surroundings, facility condition, other contributing factors:

Provide a full description of all events leading up to and including the incident:

Describe incident and extent of injury:

What first aid treatment was provided/who was treatment provided by:

Who responded to the incident (include all parties – coaches, trainer, spectators, etc...):

Witnesses:

Who was contacted/responded:

\_\_\_\_\_ Police – provide name of officer & police department:

\_\_\_\_\_ Ambulance – provide name of ambulance service:

\_\_\_\_\_ Parent/Guardian – name of individual contacted:

What steps should be taken to prevent this incident from occurring again:

Comments: