

## Gymnastics BC Sport Incident Report Form

Please complete both pages of the Incident Report form (one per incident) and submit to Gymnastics BC within 48 hours of the incident.

If it is likely or possible that the injured party will make an insurance claim, please ensure that they receive a copy of the All Sport Accident Claim form which can be downloaded from the Gymnastics BC website by visiting: [http://gymnastics.bc.ca/view\\_doc\\_by\\_id.php?id=247](http://gymnastics.bc.ca/view_doc_by_id.php?id=247).

Only current registered Gymnastics BC members are covered by the Accident Insurance Policy. *Birthday Party and One-time participants are not covered.*

The claim form MUST be submitted to Gymnastics BC within 30 days of the incident. Gymnastics BC will forward the form to All Sport Insurance.

- Please note: All Sport will require *original* receipts for incident related expenses.

**Injured:**  Gymnast  Coach  Official  Spectator / Parent **Date of Injury:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Gender:**  Male  Female

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_ **Years of Experience:**  1<sup>st</sup>  2-3  4-9  10+

**Phone # 1:** \_\_\_\_\_ **Ext:** \_\_\_\_\_ **Phone # 2:** \_\_\_\_\_ **Ext:** \_\_\_\_\_

**Club Name:** \_\_\_\_\_ **Club Phone #:** \_\_\_\_\_ **Ext:** \_\_\_\_\_

**Club Address:** \_\_\_\_\_

**Site Location (if not club):** \_\_\_\_\_

**Meet Director (if applicable):** \_\_\_\_\_

**Supervising Coach:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Ext:** \_\_\_\_\_

### INJURY DETAILS

**Injured Body Part:** \_\_\_\_\_

**Type:**  Sprain  Fracture  Concussion  
 Other: \_\_\_\_\_

**Side:**  Left  Right  
 Both  NA

**Time of Injury:** \_\_\_\_\_  am  pm

**How long into Training / Event:** \_\_\_\_\_ Hours \_\_\_\_\_ Minutes

### ACTION TAKEN

**On-Site Care Provided**  **Ambulance Called**

**Describe:** \_\_\_\_\_

**By Whom:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Ext:** \_\_\_\_\_

**Hospital / Clinic:** \_\_\_\_\_

**Transported by:** \_\_\_\_\_

**Parent(s) Informed by:**  Coach  Staff  Report Form

**When was Parent Informed?** \_\_\_\_\_

For information on minimizing and managing risk, please refer to the following Gymnastics BC publication:

⇒ *Safety First: A Quick Reference to Risk Management, Insurance and Safety for Gymnastics BC Clubs*

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