



Upper Canada Skating Club – Policy and Procedure

Incident Reporting Policy

Document Classification: Policy

Associated Document: Incident Reporting Procedure

Implementation	Date: September 1, 2018
Next review by board	Date: June, 2026

BACKGROUND

Skate Canada strongly encourages the club report any incident that might help to improve the overall safety in the organization.

Purpose and Benefits

- To record details of an unusual event that occurs at the facility, such as an injury.
- Guarantee insurance compliance.
- This tool will allow us to effectively collect and analyze incident information related to skating.
- Detect trends by club such as bad ice, poor lighting, and ventilation issues.
- This information will allow Skate Canada to proactively implement preventative measures.