



## Injury Reporting Policy

*This Policy has been created based on Canada Artistic Swimming's gold standard for concussion management protocols.*

### PURPOSE:

To review all incidents that result in injury. Collecting injury data informs SAQ and allows opportunity to achieve better safety outcomes through identification of adverse trends or specific issues that require remedial action. SAQ wants to ensure all athletes are receiving the necessary medical care.

Injury reporting may be necessary in insurance compliance and the report form may be forwarded to the insurer, if needed.

### DEFINITIONS:

Sanctioned Event: regularly-scheduled SAQ practices, competitions and meets

Reportable Incident (as defined by Canada Artistic Swimming): all incidents that result in an injury (no matter how minor).

- Any loss of consciousness
- Any injury where a concussion is suspected
- Any injury where on-site first aid care is administered. This could include first aid administered by a lifeguard, coach, first responder, or other.
- Any injury where the injured party is taken to hospital for treatment (including as a precautionary measure).
- Any injury (including re-aggravating a pre-existing injury) where subsequent medical treatment is given by a medical professional.
- Any injury that prevents an athlete from training or competing on the day(s) immediately following the incident, or requires modification to regular training/competing.
- Any chronic injury resulting from overuse/training that requires modification to regular training/competing. If no specific incident caused the onset of symptoms, a first report should be submitted as soon as training is impacted or medical treatment is required.
- An Injury Report must be completed and submitted even where symptoms resulting from the incident are not evident or reported until after the artistic swimming event or activity (eg, after the practice is over and the athlete goes home).

### PROCESS:

The injury needs to be reported to the coach **immediately** or within 24 hours of being aware of the injury.

The coach should submit an Injury Report within **48 hours** of becoming aware of the injury.

If the incident occurred during a sanctioned meet:

- The Chief Referee and the Coach (SAQ representative) should jointly complete the Injury Report.



If the incident occurred during regular practice time:

- A Coach (SAQ representative) should complete the Injury Report.
1. Injury reported by athlete and/or parent to SAQ coach
  2. Injury Report completed by SAQ coach
  3. Injury Report sent to Head Coach, Vice-President and Club Manager

RESOURCES:

[https://synchro.formstack.com/forms/injury\\_tracker](https://synchro.formstack.com/forms/injury_tracker)

<https://artisticswimming.ca/safe-sport/concussion-policy-protocol/>