



INCIDENT/INJURY TRACKING

In the case of an incident or injury during practice or a game, the manager or coach is responsible for reporting such an incident or injury to the Safety Officer.

By reporting such incidents/injuries, the TWLL can better prevent the number of injuries. The manager, coach and the TWLL are all held accountable for the player(s) safety and should report any incident/injury no matter how insignificant it may seem to be.

Reporting may come about in many ways these days with the many forms of technology, but they all must be reported to the Safety Officer, Kim Ward; if she is unavailable, then the incident must be reported to the TWLL President, Steve Baute.

At a minimum, the following information must be provided during the initial intake:

Injured Player Name, Location of Play, Coach/Manager Name, Position/Activity involved in accident, Division, Field Name and Player Phone Number.

Within 24 hours of the incident/injury the reporting person is responsible for filling out the Incident/Injury Report which is located on the TWLL website under the Handouts Tab. Once the form is complete the reporting person is to forward the report to the Safety Officer .

The Safety Officer will then contact the injured party/party's parents and verify the information received, obtain any other information deemed necessary and check the status of the injured party.

In the event the injured party requires other medical treatment he/she will advise the parent or guardian of the TWLL's insurance coverage and the provision for submitting any claims. If the extent of the injuries are more than minor in nature, the TWLL Safety Officer shall periodically call the injured party to:

Check on the status of any injuries, and check if any assistance is necessary in areas such as submission of Insurance forms etc,

Report all incidents to the District Safety Officer per District Policy.