



Carleton Place Soccer Club Inc.

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Incident/Accident Guidelines

The Carleton Place Soccer Club recommends that the following procedure is used when dealing with an Incident or Accident.

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying
3. Alert the first-aider who should take appropriate action for minor injuries
4. In the event of an injury requiring specialist treatment, call the emergency services
5. Deal with the rest of the group and ensure that they are adequately supervised
6. Do not move someone with major injuries. Wait for the emergency medics
7. Contact the injured person's parent/ guardian
8. Contact a Club Representative once the patient is stable and in EMS hands.
9. Complete an Accident Report Form (See "Accident/ Incident Report Form" in this section)
10. Hand the copy of the Accident Report Form in to your Club Administrator.

Policy Voted/Accepted at the Board of Director's meeting:

_____ March 19th 2013 _____

Policy Signed by: Bradley Simpson on March 19th 2013
Bradley Simpson, President Date

Policy Signed by: Mark Dorland on 19 MAR 13
Mark Dorland, Secretary Date