**Incident / Injury Reporting for Alberta Netball Association (ANA)**

**WHEN AN INJURY HAPPENS**

When an incident / injury happens, the following steps are to be taken to ensure all relevant information is

gathered in the event of a claim:

1. An incident / injury report is to be completed and signed, be sure to make copies for your records,

send in originals:

1. If the injured party is a player, the form can be completed and signed by

 injured player, their coach or team manager

b) If the injured party is a spectator, the form can be completed and signed by

 the spectator, coach or team manager of the home team.

c) If the injured party is a team employee or volunteer, the form can be

 completed and signed by injured employee or volunteer, the coach or team

 manager of the team they belong to.

2. If there are any witnesses to the incident/injury, they are to complete and sign a witness

report, so that they may be contacted if necessary.

a) If the injured party is a player, their coach or team manager is responsible for collecting this form from any witnesses.

b) If the injured party is a spectator, the coach or team manager of the home

team is responsible for collecting this form from any witnesses.

c) If the injured party is a team employee or volunteer, the coach or team

administrator is responsible for collecting this form from any witnesses.

3. Injury & Witness reports are to be forwarded to ANA.

4. Copies of receipts are to be forwarded to ANA.

| Full Name of Injured Person: | Gender:Choose an item. | Date of BirthClick or tap to enter a date. |
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| Address of Injured Person: | Contact Tel: |
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| If a Minor, give Name of Parent/ Guardian (Relationship | Relationship: | Choose an item. |
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| Name of Team/League for which you were playing | Date of Membership | Click or tap to enter a date. |
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| Nature of Injury: | Date of Injury: | Click or tap to enter a date. |
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| Explain in Detail, How the Injury Occurred? |
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| Was it During a Practice Period or Playing a League Game?Choose an item. | Where was the Game/Practice Taking Place:Choose an item. |
| Details of first aid treatment at the time of injury: | Name of the person who administered First Aid: |
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