



HOW TO COMPLETE AN INCIDENT REPORT

Note: One person should be designated to complete the submission to Pickleball Canada. This report can be completed by a Team Captain or an Executive Board Member or the injured club member if they are capable.

The report must be completed and submitted within 7 days of the incident. It may be good to wait a day or two to get all the information needed to fill out the form.

1. Search online “Pickleball Canada Insurance Program” or type <https://pickleballcanada.org/insurance/insurance-program/> in your search bar. Scroll down to EVENT INCIDENT REPORT. Under that heading, there is a link to the Incident Report Form.

2. Click on the link and complete the form. The following details will need to be included:

Location: Benchlands Park, Lake Country BC

Name of person submitting form: use your name, email address and phone number

Owner of Premises: District of Lake Country

Person in Control: leave blank

Under **Accident or Occurrence**, fill out the date, date notified of incident, by whom, place and time with a description of the incident as well as weather conditions.

There is a section about Automobile accident as well but generally that will not apply.



Injured Person and Nature of Injury:

Include injured person's name, their PCO# (Pickleball Canada Membership Number – available on Pickleball Canada website), age, gender, phone number, address, status (player, spectator, official, etc.) as well as type of injury (to the best of your knowledge) as well as probable cause of accident (also to the best of your knowledge).

First Aid given: Provide name(s) of First Aid provider(s) with description of treatment given, also check Yes or No on Okay to Return to Play.

The Hospitalized section may need to be filled out later once more details are available.

Continue with the Property Damage section, if applicable.

Include Witnesses or Police Information and Other Insurance Coverage if applicable.

Sign the report as the person submitting and click on **Submit**.

The person submitting will receive an email confirmation back from Pickleball Canada.

Please forward this email to info@lakecountrypickleball.com