



canadian snowboard federation | Fédération canadienne de snowboard

Suite 500, 1333 West Broadway, Vancouver, BC Canada V6H 4C1 • t: 604.714.2238 • f: 604.730.7227 • e: info@csf.ca • www.csf.ca

Memo To: Provincial Snowboard Associations & CSF Staff
Copy To: Board of Directors
From: Tom McIlffaterick
Subject: Reporting Potential Liability Incidents
Date: 22 January, 2008

Introduction

The purpose of this memo is to provide background information and set out in detail the process that should be followed in the event of an incident occurring at a CSF activity.

Incidents

An incident is any situation which may cause the Association to become liable for costs related to property damage or physical injury. Incidents are usually related to situations involving serious injuries, unusual circumstances, or the possibility of negligence.

When in doubt, an incident must be reported.

The following procedures are to be used in reporting incidents:

1. **All incidents involving medical treatment (other than simple first aid) to any person (including spectators and non-participants) must be reported on an Incident Report Form and faxed or e-mailed immediately. (See below for an Incident Report Form).**
2. **All incidents involving hospitalization of any person, including competitors, coaches, officials, spectators, or volunteers must be reported on an Incident Report Form, and faxed or e-mailed immediately.**
3. **All incidents involving physical damage to property of others must be reported on an Incident Report Form, and faxed or e-mailed immediately.**
4. **The Incident Report Form is to be sent to:**

Dave Pym, Managing Director
Canadian Snowsports Association
dpym@isrm.com
Tel: (604) 671-4575
Fax: (604) 669-7954

Ms. Diana Spiegelman
Jones Brown & Associates Limited
Tel: 416-408 1920
Fax: 416-408 4517
dspiegelman@jonesbrown.com



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5. **A copy of the Incident Report Form must also be sent to Catherine Gage, Manager of Administrative Services, at the CSF office.**
6. **Serious injuries, including those which are life threatening or which have potential long term disability, must be reported by telephone to the Control Adjuster as soon as possible, and followed up with a faxed or e-mailed Incident Report Form.**

Claims

An incident is something which may subsequently result in a legal claim. A claim is a formal notification to the CSF or any of its member associations or clubs that another party is seeking damages as the result of an incident. A claim is usually filed through the formal serving of a legal “notice of claim”, but may be also served through an ordinary letter.

All legal notices, lawyers’ demands, and other documents related to claims must be forwarded immediately, by fax, to:

Ms. Diana Spiegelman
Jones Brown & Associates Limited
480 University Avenue, Suite 800
Toronto, ON, M5G 1V2
Tel: 416-408 1920
Fax: 416-408 4517
E-mail: dspiegelman@jonesbrown.com

Incident Procedure

The following are the general steps which take place when an incident occurs:

1. **The incident is reported to the Jones Brown Inc, CSSA, and to the CSF.**
2. **The Control Adjuster reviews the incident, and decides whether to open a file and conduct an investigation at this stage.**
3. **If a file is opened, the appointed investigator/adjuster will contact the individual who reported the incident and obtain further information and details of the allegation or circumstances leading to the incident; and obtain documents, photographs, and other evidence during site visits.**

4. **The appointed investigator/adjuster will advise the individual who reported the incident of the events next likely to occur.**
5. **Any failure to report an incident or claim could lead to the insurance company denying coverage.**

Claims Procedure

The following are the general steps which take place when a claim is filed:

1. **A claim is reported to Jones Brown Inc.**
2. **Jones Brown Inc. will advise the Control Adjuster of the claim, who will then assign an investigator/adjuster who will conduct an investigation.**
3. **All contact with the claimant is through the Control Adjuster, or through legal counsel appointed by the Control Adjuster.**
4. **Any failure to report an incident or claim could lead to the insurance company denying coverage. As well, any statement regarding responsibility or liability, or any effort to directly settle or negotiate an insurance claim, could jeopardize the insurance company's acceptance of the claim.**

Please do not hesitate to contact Catherine or me if you have any questions with respect to incidents, or the reporting of incidents.

Best regards.

A handwritten signature in black ink, appearing to be "Tom", written in a cursive style.

INCIDENT REPORT / RAPPORT DES INCIDENTS

**MUST BE COMPLETED BY THE TD OR PERSON IN CHARGE
DOIT ETRE COMPLÉTÉ PAR LE DT OU LA PERSONNE EN CHARGE**

<i>Instructions</i>	<i>Instructions</i>
<p>Report all incidents promptly, regardless of how trivial they may seem.</p> <p>Treat the injured person with courtesy and sympathy, but do not admit liability or make any commitments.</p> <p>Do not attempt to render first aid, except to make the injured person as comfortable as possible.</p> <p>If the person is rendered unconscious, call the police or emergency hospital. If the person is conscious and the injury requires immediate medical attention, let the injured person name the doctor to be called. Never engage the service of a doctor without the consent of the injured person.</p> <p>Get the names and addresses of all witnesses. Do this in a way that will not magnify the seriousness of the accident.</p> <p>Inspect the place of the accident and the cause and conditions surrounding it. If possible, remove or have the cause removed immediately to prevent further accidents. Screen off or otherwise protect the area while clean-up is made. If there is no apparent reason for the accident, try to get the witnesses to inspect the scene.</p> <p>Do not discuss the accident with anyone outside the company except representatives of Jones Brown after they have identified themselves. Cooperate with them in every possible manner. Caution any employees who may have witnessed the accident that they are likewise not to discuss it with outsiders.</p> <p>This report is prepared in contemplation of litigation and is to assist in the defence of the problem incident, accident or claim referred to herein. The accident report should be completed in the case of all injury to non-competitors and in the case of</p>	<p>Vous devez rapporter tous les accidents sans délai, peu importe leur gravité.</p> <p>Le blessé doit être traité avec courtoisie et compassion, mais vous ne devez vous engager à rien, ni admettre votre responsabilité.</p> <p>Il ne faut pas essayer d'administrer les premiers soins, uniquement réconforter le blessé.</p> <p>Si le blessé est inconscient, appeler la police ou l'ambulance. S'il est conscient et que des soins médicaux sont nécessaires, laissez le blessé choisir le médecin à prévenir. Ne pas avoir recours aux services d'un médecin sans le consentement de blessé.</p> <p>Il est important de noter les noms et adresses de tous les témoins, mais il faut éviter d'utiliser une attitude qui pourrait amplifier la gravité de l'accident.</p> <p>Vous devez inspecter les lieux et examiner les causes et les circonstances de l'accident. Au cas où d'autres accidents risqueraient de se produire, il faut tenter d'éliminer toute cause de danger. Vous devez baliser ou protéger l'accès de la zone de l'accident pendant qu'on la nettoie. Au cas où l'accident n'aurait pas de cause évidente, il peut être utile de demander aux témoins d'inspecter les lieux.</p> <p>Il ne faut pas discuter des circonstances de l'accidenté, excepté avec les représentants de Jones Brown, une fois que ceux-ci se sont fait connaître. Vous devez alors collaborer avec eux de votre mieux. Tous les employés témoins de l'accident doivent aussi être prévenus qu'ils ne doivent pas en parler avec des étrangers.</p> <p>Ce rapport est rédigé en prévision d'un litige pour documenter la défense de l'incident, accident ou réclamation dont il est question dans ce document. Le rapport d'accident doit être complété toutes les fois qu'un non-concurrent et toutes les fois qu'un skieur compétitif subit des blessures nécessitant de l'hospitalisation, que ce soit lors de compétition ou entraînement.</p>

<p>injury to competitors requiring hospitalization irrespective of whether it occurred in training or competition.</p> <p>When an accident occurs, get full details and enter them on this form. Use the completed form as the basis to report the accident immediately to the Control Adjuster giving them all the information. Make two copies, send a copy to the CSF office within 24 hours of the incident, and keep a copy on file for at least two years. Attach to this report a copy of the Ski Patrol report, if one has been completed.</p>	<p>Lorsqu'un accident arrive, procurez-vous tous les détails et complétez le formulaire. Utilisez les renseignements recueillis sur le formulaire afin de rapporter immédiatement, par téléphone, l'accident au bureau de Jones Brown. Faites deux copies du formulaire, gardez-en une en filière pour une période d'au moins deux ans et envoyez l'autre copie à CSF et envoyez l'original directement au bureau de Jones Brown et ce, dans les 24 heures après l'accident.</p>
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Send this report, immediately, to the following. If the incident relates to a life threatening injury or possible long term disability, report this information by telephone. Prompt reporting is more important than collection of all identified data.

<p>Catherine Gage, Manager of Administrative Services, 500 – 1333 West Broadway, Vancouver, B.C. V6H 4C1 Tel: 604-714-2238 Fax: 604-730-7227 E-mail : catherine@csf.ca</p>	<p>Ms. Diana Spiegelman Jones Brown & Associates Limited 480 University Avenue, Suite 800 Toronto, ON, M5G 1V2 Tel: 416-408 1920 Fax: 416-408 4517 E-mail: dspiegelman@jonesbrown.com</p>
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Insurance	Policy Holder:	Canadian Snowsport Association	Policy No.: 5000207S
The Activity			
Location of incident	Lieu de l'incident		
Owner of premises	Propriétaire des lieux		
Occupant In Control	Occupant en charge		
Name And Address Of Contact Person	Nom et adresse de la personne à contacter		
Does occupant lease direct from owner or another (attach copy of lease)?	L'occupant détient-il son bail directement du propriétaire ou d'une tiers personne (joindre une copie du bail)?		
Date/time of incident	Date/heure d'incident		
Name of Club/organizer	Nom de club/organisateur		
Name of the competition or training activity	Nom de la compétition ou entraînement		
Name/address of the race chairperson or person in charge	Nom/adresse du directeur de l'épreuve ou de la personne responsable		

Injured Person / Personne blessée		
Name/address	Nom/adresse	
Status	Status	Competitor/compétiteur _____ Official / officiel _____ Spectator / spectateur _____
Club	Affiliation	
Country	Pays	
Nature of injury	Description de la Blessure	
Description of Occurrence	Description d'événement	
Weather condition at time of incident	Conditions météorologiques au moment de l'incident	
Probable cause of incident	Raison probable de l'accident ou de l'événement	
Medical Treatment		
Nature of first aid treatment	Nature du traitement première soins	
Medication given	médicaments donnés	
By whom	administré par	
Name of Hospital	Nom de l'hôpital	
Method of transportation	Méthode de transport	
Doctor in attendance	Médecin traitant	

Name/address of witness	Nom/adresse de témoin	
Name/address of TD (attach report)	Nom/adresse de TD	
Property Damage / Dommages Matériels		
Name/address of owner	Nom/adresse de la propriétaire	
Description of property	Description des biens	
Estimated cost of repair/ replacement	Coût estimé de la réparation / remplacement	
Other Insurance		
Insurer	Assurer	
Policy Number	No. de policy	
Type of policy	Type de policy	
Transmittal		
Date insurance company notified	Premier avis à la compagnie d'assurance	
By whom Report completed by	Avisé par Rapport complété par	
Date	Date	
Signature	Signature	

**COMPLETE THIS FORM WHEN A MAJOR ACCIDENT OCCURS
A COMPLÉTER EN CAS D'ACCIDENT GRAVE**

<p>FULL COURSE/ PISTE COMPLETE</p> <p>SHOW WHERE ACCIDENT HAPPENED/ INDIQUER AU ACCIDENT EU LIEU</p>	<p>SHOW HOW ACCIDENT HAPPENED INDIQUER COMMENT L'ACCIDENT EST SURVENU</p>		
	<p>SITUATE THE GATES/INDIQUER LE POSITIONNEMENT DES PORTES</p>		
	<p>PROFILE</p>		
	<p>STEEP/ABRUPT</p>	<p>MEDIUM/ MOYEN</p>	<p>FLAT/PLAT</p>