Purpose:

To provide clear direction in the reporting of accidents/incidents during a Special Olympics Manitoba program or competition.

Procedure:

1. Head Coach to complete the Special Olympics Manitoba Incident Report Form on significant incidents/accidents (form 5000-A). (Please retain documentation on any minor incidents for your records in the event that the situation may escalate).

2. Head Coach to inform the Vice President of Sport and Program of Special Olympics Manitoba of all significant incidents, through submission of the incident report form and phone or email. The Vice President of Sport and Program will keep a written copy of all incident reports.

3. Where applicable, the Vice President of Sport and Program will inform the President and CEO of Special Olympics Manitoba.

4. Where applicable, the President and CEO, in conjunction with the Chairperson of Special Olympics Manitoba, will be the sole spokesperson to the public regarding the incident.