



Incident/Accident Guidelines

Ottawa Islamic Soccer League recommends that the following procedure be used when dealing with an accident or incident during any club activity:

1. **Stay Calm and Act Swiftly:**
Remain calm, assess the situation, and quickly identify any immediate danger of further injury.
2. **Alert a First-Aider or Field Medic:**
If the injury is minor, alert the designated first-aider or field medic to provide immediate assistance.
3. **Call Emergency Services if Necessary:**
If the injury requires specialist treatment, immediately call emergency services by dialing 911.
4. **Ensure the Safety of the Group:**
While attending to the injured person, ensure the remaining group is properly supervised and safe.
5. **Do Not Move a Person with Major Injuries:**
If the injury involves the neck, back, or any other major injuries, **do not move the individual**. Wait for emergency medical personnel to arrive.
6. **Contact the Injured Person's Parent/Guardian:**
Notify the parent or guardian of the injured person as soon as possible. Provide them with relevant details regarding the injury and next steps.
7. **Complete an Accident Report Form:**
Document the incident by completing an **Accident Report Form**. The form should include all relevant details about the incident, including the type of injury, actions taken, and any follow-up procedures.
8. **Submit the Accident Report:**
Always submit the completed Accident Report Form to the **Ottawa Islamic Soccer League Director of Soccer** at info@ottawaisl.ca for further review and records.

This procedure ensures that injuries are handled promptly, with care for the individual and the safety of others, and that necessary documentation is submitted for future reference.

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