



**Pickleball BC Association "PBCA"**

**MEDICAL FIRST AID AND REPORTING POLICY**

**Approved by the Board of Directors June 11<sup>th</sup> 2024**

**1. POLICY STATEMENT**

All medical incidents at or during pickleball activities must be afforded appropriate and timely first aid and followed up with a report of the incident. Members are covered by the Pickleball Canada "PCO" insurance program.

**2. CONTEXT / BACKGROUND**

On and off court safety of pickleball players is of utmost importance. Immediate care of all injuries not only goes to player protection and safety but can serve as an initiation for follow-up prevention analysis.

**3. APPLICATION**

This policy applies to all PBCA members in good standing engaged in pickleball activities and events.

**4. ROLES/RESPONSIBILITIES**

Everyone involved in pickleball activities in BC including athletes, parents, coaches, teachers, officials and licensed health care professionals are responsible for providing immediate first aid to any injured individual involved in such activities. Individuals who are not health care workers shall strive to provide first aid and comfort to the best of their ability. Licensed health care workers may be required to provide additional care based on their scope of practice. The prime objective in the onsite handling of any medical incident is to provide care for the injured so that they can either safely return to the activity or are delivered into the care of others. 'Care of others' could be at a minimum transport/escort to offsite care or being relieved by a paramedic team. You have done your best to make the injured whole or transferred them to others for follow-up.

Minor incidents (requiring a band aid or ice pack etc.) that cause a cessation of activity may also be significant enough to 'report'.

Reporting medical incidents:

- Ensures that proper care has been given
- Details are recorded should follow up be required
- Creates the opportunity for preventative initiatives

## **5. IMPLEMENTATION**

PBCA members are to familiarize themselves with this Policy. Clubs or others hosting events are to have forms and instructions available onsite.

## **6. RESULTS**

Injuries are managed onsite to the best ability of the bystanders until the injured parties are able to safely return to their activity or have been transferred to the care of others.

## **7. COMING INTO FORCE**

This policy shall come into force June 11<sup>th</sup> 2024 as revised and approved by the PBCA Board of Directors.

## **Medical Incident Reporting Guidelines**

### **The steps that need to be taken when a player sustains an injury playing pickleball.**

While any major or minor injury while playing pickleball may result in medical incident reporting and an insurance claim, good judgement by club members will determine when to report. Injuries that will or likely will result in medical treatment will be reported. Others of a more minor nature may be reported; the decision to do so rests with the designated club member and the injured person. When play involves players who do not belong to a PBCA club, you are encouraged to report their injury as a courtesy. Some injuries to members may occur outside of organized club or PBCA play. In those cases, the injured player should record the details of the incident and forward those to their club as soon as possible.

1. The on-site coordinator will complete the PBCA Medical Incident Report Form where and when the incident occurs. All coordinators will have paper copies of the form while in a coordinating role. If no club coordinator is available at the site of the injury, the player should contact their club directly to report the incident.
2. The completed report is then forwarded by email to the designated club executive and to PBCA, at [facilities@pickleballbc.ca](mailto:facilities@pickleballbc.ca). If possible, a copy of the form should also be submitted to the staff at the facility where the incident occurred.
3. At the club and PBCA levels, all reports will be filed in the Medical Incident Report folder for future reference.
4. The club executive will contact the injured person to discuss the incident, informing them that a report has been filed with PBCA. They will also advise them of possible next steps regarding the PCO sponsored insurance program.
5. If it has been determined that existing medical coverage, including provincial health care, extended health plans etc., have not addressed expenses incurred by the injured individual or that may be incurred during their treatment and recovery, the member will be directed by the club to the online Sport Accident Claim Form on Pickleball Canada's website (PCO). The club should assist with this process as needed.
6. If a claim is submitted to PCO because of the injury incident, the insurance company will work directly with the injured member and will assign a claim number for their reference. The injured person will advise their designated club executive that a claim has been filed.
7. Both the club and PBCA will keep their incident reports folder current and be prepared to share the information with the insurance company as necessary, with permission of the injured player.

**PBCA Medical Incident Report Form**

Time/Date \_\_\_\_\_

Location/Facility \_\_\_\_\_

Name of Injured Person \_\_\_\_\_

Name & Contact Info of Person Completing This Form \_\_\_\_\_

Detail Injury Incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witnesses (names & contact info) \_\_\_\_\_

\_\_\_\_\_

On Site Care Given \_\_\_\_\_

\_\_\_\_\_

Results: \_\_\_\_\_

Safe return to play? \_\_\_\_\_

Ambulance attended? \_\_\_\_\_

Home with responsible adult? \_\_\_\_\_

Additional info: \_\_\_\_\_

\_\_\_\_\_