

## Galt Curling Club Injury or Incident Report Form

Date of Incident:		Report # (Office Use Only)	
Time of Incident:		Date of Report:	

Name of Person Filing Report:	
Email:	
Phone Number:	
Signature:	

### SECTION 1 – REPORTING AN INJURY

Name of Injured Person:		Gender:	Male _____ Female _____
Date of Birth:		Phone:	
How did the injury happen?			
What are the nature of the injuries?			
Was first aid offered/accepted?		Was an ambulance required?	
Did injured person resume curling?			
Name & Phone Witness #1			
Name & Phone Witness #2			
PRIVACY	<i>Some of the information you provide in this report may be personal. By completing and signing this form, you confirm that you have given us authority to use and share this information with other insurance companies, counsel or other people needed in the investigation or processing of this report.</i>		
Signature of Injured Person (if possible):			

SECTION 2 – REPORTING AN INCIDENT (Property Damage/Property Loss/Violence/Other)	
Date and Time of Incident:	
Where did the Incident Occur?	
Type of Incident (circle one):	Damage to Property      Loss of Property      Violence  Other (please describe):
Describe how the Incident Occurred – provide as much detail as possible.	
Was emergency assistance required? (ie: emergency maintenance, police, fire or other)	
Photographs	If photographs of the Incident are taken, please email them to <a href="mailto:info@galtcurlingclub.com">info@galtcurlingclub.com</a> and note the incident date in the email.
Additional comments about the incident (if applicable):	

SECTION 3 – IMPORTANT CONTACTS			
CLUB PRESIDENT	Sandy Hilborn	519-277-2874	
CLUB MANAGER	Quinn Walsh	226-220-1693	
EMERGENCY	911		

**Instructions:**

- Please write or print clearly
- Provide as much information as possible
- Submit completed form to the Club Manager or to Bartender if Club Manager is not available.
- The person filling out the Injury or Incident Report form should use their own discretion to determine whether or not an immediate call to the Club Manager or President is necessary. Examples of when an immediate call would be appropriate would be situations such as:
  - If the club has a fire, major flood, lightening strike etc.
  - If the club has experienced serious vandalism requiring follow up by insurance and immediate property repair (for instance, if a front window was broken out and club property removed)
  - If there was a critical injury or loss of life.
  - If the club property has failed to the point of the needing ‘high cost’ emergency repair in order for the club to function (compressor, furnace complete failure)