

Ottawa City Soccer Club Accident/Incident Guidelines

Last updated October 2025



Ottawa City Soccer Club recommends that the following procedure is used when dealing with an accident or incident.

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying.
3. Alert the first-aider who should take appropriate action for minor injuries or determine if emergency services need to be called.
4. In the event of a serious injury or one requiring specialist treatment, call or appoint someone to call the emergency services (in accordance with the Emergency Action Plan).
5. Appoint someone to deal with the rest of the group and ensure that they are adequately supervised.
6. Do not move someone with major injuries. Wait for the emergency services personnel.
7. Contact the injured person's parent/guardian.
8. If the player does not return to play (for the remainder of the game or practice, or for the next game or practice) and/or emergency services are contacted
9. Complete the Accident/Incident Report Form. Send a copy of the Accident Report Form in to the Executive Director at Ottawa City Soccer Club.
10. The Executive Director will refer the Accident Report Form to the Board at its next meeting for review. The Board may provide recommendations to the Executive Director to try to prevent such accidents/injuries from occurrence in the future.

Additional Resources

- [Accident/Incident Report Form](#)
- [OCSC Emergency Action Plan](#)
- [OCSC Injury Assessment/Prevention/Treatment Protocol](#)