



# Standard Operating Procedure

Season

SOP No: 2010

SOP Title: Report Injuries

SOP Number    **2000**  
 SOP Title       **Report Injuries**

	NAME	TITLE	SIGNATURE	DATE
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## 1. PURPOSE

The purpose of this SOP is to report an injury and submit the necessary paperwork.

## 2. SCOPE

An Incident involving an injury to a player or coach is to reported by a member of the coaching team no matter how minor it may seem within five days of the incident.

This procedure is for injuries that occur to a player or coach during practices, games, tournaments, related training activities and related approved travel. These ALL must be Alberta Soccer-sanctioned.

It does not include other events such a warp up parties or an individual travelling to games or practices.

## 3. DEFINITIONS

## 4. RESPONSIBILITIES

### 4.1 Coaching team:

The coaching team is responsible for filling out and submitting an incident report for any injury no matter how minor to a coach or player.

### 4.2 Program Director:

The Program Director is responsible for reviewing the incident form and taking any appropriate actions.

## 5. SPECIFIC PROCEDURE

Step	Description
1	A member of the coaching team fills in incident report found on the Fort Saskatchewan Soccer website <a href="http://www.fortsasksoccer.ca/form/4010">http://www.fortsasksoccer.ca/form/4010</a>
2	The program director reviews the report and take any required actions such as advising the parents of the ASA claim process. <a href="http://www.fortsasksoccer.ca/content/forms">http://www.fortsasksoccer.ca/content/forms</a>

## 6. FORMS/TEMPLATES TO BE USED

### 6.1 Incident Report Form

The current version of the Player Request Form can be found on the FSS website under the Forms tab.

<http://www.fortsasksoccer.ca/form/4010>



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## 7. INTERNAL AND EXTERNAL REFERENCES

### 7.1 Internal References

### 7.2 External References

#### 7.2.1 ASA Medical Form

For more information please visit the [Alberta Soccer Association's Insurance](#) page.

Link to the insurance form <https://albertasoccer.com/wp-content/uploads/2016/11/Sutton-Authorization-Medical-Form-1.pdf>