

PMBA Safety & Incident Reporting Policy

Approved by PMBA Executive: January 15, 2026

Applies to All Coaches, Managers, Volunteers, and Executive Members

Purpose

This policy ensures a consistent, proactive approach to managing safety, injuries, and incidents across all PMBA-sanctioned activities. It establishes procedures for injury response, incident reporting, and emergency readiness to help protect players, volunteers, and the association.

1. Coach & Team Safety Responsibilities

All head coaches are responsible for:

- Reviewing this policy and sharing it with assistant coaches and team managers.
- Creating or reviewing a basic **Emergency Action Plan (EAP)** specific to each field/diamond they use.
- Ensuring a **basic first aid kit** is available at all games and practices.
- Knowing the location of the nearest AED, emergency access points, and closest medical facility.
- Logging any incidents or injuries using PMBA's **Incident Report Form** (digital or paper).

2. Types of Reportable Incidents

PMBA requires incident reports to be submitted for:

- Injuries requiring medical attention (e.g., concussion, fracture, stitches),
- Player transported by ambulance or leaving with a guardian for emergency care,
- Fights, altercations, or aggressive behaviour between players, parents, or spectators,
- Ejections, unsafe field conditions, or damage to facilities,
- Any situation where 911 is called or a participant feels unsafe.

3. Reporting Process

1. **Ensure immediate safety** of all participants.
2. **Contact emergency services** if required.
3. **Notify the player's parent/guardian** as soon as possible.
4. **Complete a PMBA Incident Report Form** within 24–48 hours.
5. **Submit the report** to the Division Coordinator and PMBA VP (Baseball or Softball).

In serious cases, PMBA may escalate the report to Baseball Alberta or recommend additional follow-up actions.

4. Emergency Action Plan (EAP) Overview

All teams are expected to have a **basic EAP** in place for each diamond they use. The EAP should include:

- Field location and access point for emergency vehicles,
- Nearest hospital or urgent care center and directions,
- Location of AED (if available),
- Assigned roles:
 - **Call Person** (calls 911),
 - **Charge Person** (stays with injured person),
 - **Control Person** (guides emergency personnel, clears space),
- Emergency contact info for all players (kept by team manager or coach).

PMBA will provide a printable EAP template that teams can customize and keep in their coach binder or first aid kit.

5. Follow-Up and Documentation

All incident reports will be reviewed by the PMBA Executive within 7 days. If follow-up is required:

- A member of the executive will contact the coach and/or parent.
- Safety concerns may be discussed at the next executive meeting.
- If necessary, a written summary or recommendation will be issued.

6. Annual Safety Review

The Safety & Incident Reporting Policy will be reviewed each season. Coaches are encouraged to report any gaps or concerns so PMBA can continue to improve safety across all programs.