

	APPROVED	POLICY NO.	12
	NEAR-MISS REPORTING POLICY	EFFECTIVE DATE	June 28, 2023
		REVISION DATE	

BVPA Mission

Our mission is to develop pickleball as a sport for all in the Bow Valley by promoting the health, physical and social well-being of its members through offering organized recreational and competitive play in an atmosphere of collegiality and sportsmanship.

Purpose

This policy is intended to provide response and reporting procedures when there is a near-miss incident during a BVPA event.

Defining Incidents

All unexpected events are incidents. However, not all incidents are accidents or near-misses.

An ACCIDENT is an incident that resulted in an injury.

A NEAR-MISS is an incident that had the potential to cause human injury but did not.

All accidents at or during a BVPA event must be followed up with a Pickleball Canada Event Incident Report.

All near-misses are to be reported using the BVPA Incident Report.

Reasons for Reporting

- By reporting even minor near-misses, BVPA can gain a better understanding of the circumstances that made the incident possible, which will allow us to take steps to mitigate those situations in the future.
- Reports of near-misses sent to the Town of Canmore (TOC) could assist the TOC with taking appropriate steps to make facilities changes.
- Because details fade over time, it is important to fill out the BVPA Incident Report as soon as possible so that the important details can be preserved.

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Reporting

- All near-misses should be reported and documented using the BVPA Incident Report.
- The report should be completed as soon as possible after the incident.
- Reporting is required by Rental Agreement with the Town of Canmore. The Secretary will send the reports to the Facility Booking Coordinator.
- Completed reports shall be left in the court binder and the BVPA President will be notified by email.
- The BVPA Secretary will store all incident reports, for injuries and near-misses, on the BVPA shared drive, for a period of not less than 10 years from the date of the accident.

Revision History

Date	Rev. No.	Change

References

Bow Valley Pickleball Association Bylaws

BVPA Accident Reporting Policy