



# Policy 11: INJURY REPORTING

Updated and approved by Board of Directors: January 2025

## PURPOSE

This policy defines the responsibility of the team Head Coach/Manager to maintain emergency contact information for their team and staff, and the process to report an accident/injury.

## EMERGENCY INFORMATION

Coaches/managers must maintain an emergency contact list throughout the season in case of an incident where the parents are absent. All coaches/managers are to keep copies of the Baseball Ontario [Incident Report Form](#) on hand with the emergency information forms.

## REPORTING

Coaches or managers from teams must submit the Injury Report Form within 24 hours to KMBA at [admin@kitchenerminorbaseball.ca](mailto:admin@kitchenerminorbaseball.ca). KMBA will submit the form to Baseball Ontario ([baseball@baseballontario.com](mailto:baseball@baseballontario.com)) within 30 days and provide the injured party with the [Accident Incident Claim Form](#) in case expenses are incurred that are not covered by any personal insurance.

## REVIEW AND UPDATES

This policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws, regulations, and best practices. Updates or revisions to the policy will be incorporated into KMBA's governance practices as necessary.

By adhering to this policy, we uphold the values of integrity, accountability, and transparency within KMBA and demonstrate our commitment to serving the best interests of the organization and its members.

Any questions, concerns, or requests regarding this policy, please contact the President or the Treasurer. We will update this policy periodically to reflect any changes in our practices or legal requirements.