



Incident Response Policy

Purpose and Application

This policy sets out CCBC's approach for promptly assessing, responding to, and reporting medical incidents and other incidents (ex. abuse or harassment) at CCBC sanctioned events (ex. camps, workshops, trips, events) that are deemed a potential insurance issue. The policy applies to directors, officers, employees, contractors, members, and others acting on behalf of CCBC.

Policy Statement

CCBC will respond to medical and other incidents promptly and proportionately to protect health, safety, dignity, and wellbeing; support affected individuals; maintain confidentiality; and reduce recurrence.

Incident Types and Reporting

Incidents covered by this policy include injuries, medical emergencies, safety-related medical concerns, near misses involving potential injury, and any allegation or concern involving inappropriate conduct. In all cases the Nordiq Canada [Incident Report form](#) is used to ensure compliance with CCBC Insurance.

Incident Reports must be completed in full at the time of the Incident (or as soon as is reasonably possible) and submitted to the CCBC Partnership and Finance Coordinator (office@crosscountrybc.ca) within 24 hours.

Roles, Privacy, and Communications

For all CCBC sanctioned events, a **Safety Contact** will be designated prior to the event. In most cases the Safety Contact will be a coach, official, event coordinator, or CCBC employee or contractor. The Safety Contact is responsible for ensuring that the Policy is followed. The Safety Contact will be provided with the link to the Incident Report Form prior to the event, as soon as the role is assigned.

Information must be shared only with those who need it to respond appropriately, meet legal obligations, or protect health and safety. Only authorized individuals may communicate externally on behalf of CCBC.

Incident Response Process

In the event of an Incident, the Safety Contact will:

1. Provide urgent medical assistance or safety support as required.
2. Where the incident includes minors, notify the guardian(s) as soon as is reasonably possible.
3. Protect affected individuals and prevent further harm or contact where needed.

4. Document facts, decisions, timeline, witnesses, and actions taken in the Report Form and submit the report within 24 hours of the Incident.
5. Notify required parties and implement corrective or supportive measures.

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