

Timmins Badminton Club

Health & Safety Policy

Effective September 28, 2025

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1. Policy Statement	2
2. Roles and Responsibilities.....	2
2.1. The Executive Committee is responsible for:	2
2.2. All Members & Guests are responsible for:.....	2
3. Club Safety Rules.....	3
4. Emergency Action Plan (EAP).....	3
Step 1: Assess the Situation	3
Step 2: Designate Roles.....	3
Step 3: Take Action	3
Step 4: Report the Incident.....	4
5. Incident Reporting	4

Official Health & Safety Policies

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1. Policy Statement

The Timmins Badminton Club is firmly committed to the health, safety, and well-being of all its members, guests, and volunteers. Our goal is to provide a safe, respectful, and positive environment for everyone to enjoy the sport of badminton. This policy outlines the framework of responsibilities and procedures that guide our commitment to safety.

This policy is a core component of the club's risk management strategy and is mandatory for all participants.

2. Roles and Responsibilities

Safety is a shared responsibility.

2.1. The Executive Committee is responsible for:

- Establishing, reviewing, and enforcing the club's safety policies and rules.
- Ensuring a properly stocked first aid kit is available and clearly marked at the facility.
- Managing and securely storing all signed waivers and incident report forms.
- Acting as the primary point of contact for any safety concerns or emergencies.

2.2. All Members & Guests are responsible for:

- Adhering to all safety rules and the Club Code of Conduct as outlined in the Member Guidebook.
- Reporting any potential hazards, safety concerns, or injuries to an Executive member immediately.
- Acting in a safe and responsible manner at all times, showing consideration for the safety of others.

3. Club Safety Rules

All participants must adhere to the mandatory safety rules outlined in **Section 5** of the Official **Member Guidebook & Policies**. These include, but are not limited to, the mandatory use of protective eyewear for all junior players and the requirement for non-marking indoor shoes.

4. Emergency Action Plan (EAP)

In the event of a medical emergency, all members should follow this plan. A simplified version of this EAP will be posted in the gymnasium.

Step 1: Assess the Situation

- Stop all play immediately.
- Quickly assess the severity of the injury. Do not move an individual who may have a serious head, neck, or back injury unless they are in immediate danger.

Step 2: Designate Roles

The first person on the scene who is a member of the Executive Committee (or their designate) will be the "**Charge Person**."

- The **Charge Person** takes control of the scene, assesses the injured player, and directs others.
- The **Charge Person** will point to another individual to be the "**Call Person**."

Step 3: Take Action

For a MAJOR EMERGENCY (Unconscious, suspected fracture, major bleeding, etc.):

1. The **Call Person** will immediately **call 911**. They must provide the dispatcher with:
 - **Our Location:** R. Ross Beattie Senior Public School, 300 Pearl Ave, Timmins.
 - **The Nature of the Injury.**
 - **The best entrance to use.**
 - Stay on the line until the dispatcher instructs otherwise.
2. The **Charge Person** will administer first aid within their level of training. Do not provide medical care you are not qualified to give. Retrieve the First Aid Kit.

3. Other members should help by keeping the area clear, directing paramedics upon arrival, and contacting the injured person's emergency contact (if known).

For a MINOR EMERGENCY (Sprain, minor cut, etc.):

4. The **Charge Person** will assist the injured player off the court and administer appropriate first aid.
5. The **Charge Person** will determine if the player can safely continue or if they need to seek further medical attention.

Step 4: Report the Incident

For any injury requiring more than minor first aid, the Charge Person must complete a formal **Incident Report Form**, as required by Section 4.1 of the Executive Policy Book.

5. Incident Reporting

All injuries or significant safety incidents must be formally documented as per the **Incident Reporting Policy** outlined in the Executive Policy Book. This is a critical requirement