

Proper procedure for injury and non injury incidents that occur at club functions

1. **The President (or otherwise appointed person) of the club who is hosting the dance is the ONLY person to take charge of the incident.** Unless specifically asked to assist, other club officers or officers of the PSDA should not step in or try to take charge of the incident. At the club President's discretion, they may choose to call from the floor a "medically trained or degreed" person to step in and assist them in assessing the incident/injury.
2. **The dance should *not* be stopped immediately upon incident.** The procedures; stepping back and surrounding the down dancer with hands held and joined at the side and one dancer from the affected square stepping in to attend to the down dancer, can be done while the dance continues. The down dancer will choose to do one of three things: 1) get up and continue dancing, 2) get up and choose to sit down on the sidelines, or 3) stay down and ask for further assistance. **Only if the dancer stays down and requires further assistance should the dancers raise their joined hands above their heads signaling the need to stop the dance for medical assistance.**
3. An incident may or may not result in the filing of a Club Accident Report. It is at the discretion of the down dancer and the club President if a report is needed. **If there is no injury then no club accident report is required to be submitted. Filing an club accident report is the responsibility of the President (or otherwise appointed person) who is in charge of the dance** at which the incident occurs and should be done as soon as possible.
4. If the down dancer and the President decide that the occurrence was not an accident and no injury occurred, the President will not need to create a club accident report. **The President (or otherwise appointed person) should clearly explain that they have 72 hours (and even more time if needed) after the incident to fill an club accident report out.**
5. **Filling out and filing a club accident report does not constitute an automatic insurance claim.** The club accident report is filled out and submitted to the association Insurance Director who then submits it to the CA State Insurance Director who then submits it to the USDA Insurance Director. If the dancer required medical attention then the USDA Director requires additional paperwork to be filled out by the dancer. This paperwork is then submitted to our insurance carrier and the claim is followed up by the insurance carrier with the dancer. Most club accident reports do not result in insurance claims because the costs are usually mitigated by the dancer's primary insurance carrier
6. **"Common sense" prevails as the number one guideline for handling incidents that occur at the club functions.** Common courtesies such as following up the next day after a slip and fall with a phone call to make sure that the dancer is ok, minimizing the drama at the event, not moving a down dancer with a back injury, and respecting the wishes of the downed dancer, are just to name a few courtesies that are important.