
YARRAMBAT JUNIOR FOOTBALL CLUB ACCIDENT OR INCIDENT CHECK LIST

IN CASE OF AN ACCIDENT OR INCIDENT INVOLVING INJURY TO A PLAYER THE FOLLOWING PROCESS IS TO BE ENACTED

1. Player comfort to be a priority
 - a. To be administered in accordance with current First Aid procedures
2. Player's parent, carer or guardian to be informed as a matter of priority
 - a. If at the location they are to be consulted
 - b. If not at location they are to be contacted promptly
3. If injury requires medical attention
 - a. Team coach or manager to contact ambulance
 - i). Parent, carer or guardian to be consulted if possible
 - b. Team coach or manager to inform parent, carer or guardian of the basis cover provided under the club's insurance policy
 - i). Does not cover all out of pocket expenses if player is sent to private hospital
 - ii). Club accepts no responsibility or liability for out of pocket expenses after insurance settlement
4. In all instances the team coach and manager must write an incident report
 - a. To be completed within 24 hours of incident, signed and sent to club Secretary
5. In all instances the team coach or manager is to notify club Secretary
6. Upon notification the club Secretary is to notify the club's management committee, and provide the injured party with the contact details for the insurance underwriter who must be contacted by the injured party In the case an incident involves personal assault or severe intimidation the following process is to be enacted:
 - a. Team coach and manager are to separate the parties and discuss the incident
 - i). These discussions are to take place in isolation
 - ii). Notes are to be taken or written down as soon as is practical
 - b. At all times the wellbeing of other players is to be taken into account
 - i). Make every attempt to keep other players and bystanders out of situation and focussed on other activities
 - ii). This may mean another parent is to assume responsibility for the other players and bystanders as a temporary measure
 - c. Team coach and manager are to notify club secretary immediately
 - i). First contact to be by telephone
 - ii). Written incident reports are to be provided to secretary within 24 hours
 - d. Club secretary to notify club management committee immediately and convene a special meeting to discuss appropriate course of action, which may include
 - i). Notification to the appropriate authorities
 - ii). Notification of player parents, carers or guardians
 - iii). Seeking legal advise
 - e. Club secretary or person nominated by management committee is to contact both parties advising them of the action that will be taken
 - i). This is to be done by telephone followed by a written notification
 - f. Club secretary to minute meeting and hold as record
 - g. All records are to be held by club secretary