

Procedure for reporting incidents

Injury

Significant injury (fracture/strain/sprain requiring medical attention/expectation of need for further treatment or time off work)

- ➔ Deal with injury, involving St John's / ambulance (000) if necessary
- ➔ Ensure referee notes injury on match sheet at end of game (ie. before managers from each team sign the match sheet)
- ➔ Fill in Club Incident form ** and deliver with match sheet
- ➔ Club Recorder to report to Club Secretary who reports the incident to Association secretary
- ➔ Injured player to complete insurance claim form
http://www.footballnsw.com.au/fileadmin/user_upload/Insurance/QM3.pdf and submit within 60 days of date of injury

Incident involving violence/breach of codes of conduct

- ➔ Ensure safety of children – remove from field if necessary. A referee should deal promptly with these issues on field. Off field, the Ground Official (whether home or away) should deal with incident. If needed, get help from Club Committee member at our home ground.
- ➔ Ensure referee notes incident on match sheet at end of game (ie. before managers from each team sign the match sheet)
- ➔ Complete an incident form and deliver with match sheet. This is regardless of whether the incident occurred at home or at an away venue. Include player card and/or shirt numbers.
- ➔ Club Recorder to notify Club Secretary and/or Club President.
- ➔ Club Secretary or President to report to Association with appropriate follow-up with Judiciary if required
- ➔ Club Secretary or President to feedback to Club Official re outcomes

** Club Incident Form available from canteen or download from AJFC website – www.ajfc.net.au