



N.F.A. INC.

SERIOUS INJURY/ACCIDENT REPORTING POLICY

PURPOSE

To provide clubs with a formal mechanism to accurately report incidents that have an impact on member safety, and that will also provide Association Management with accurate information to conduct effective and timely investigations.

SCOPE

Club Members, Association Management Committees and Association Staff

POLICY STATEMENT

The N.F.A. values the welfare of all it's members.

The N.F.A. also recognizes the importance of reacting to injuries or accidents of a serious nature in a swift and timely manner, basing it's investigations on accurate information supplied by clubs and witnesses as soon as practicable after the incident.

To enable staff and Management Committee members of the N.F.A. to carry out this task, we require the co-operation of Management Committees of all clubs in submitting accurate and timely reports in the format provided on our Serious Injury/Accident reporting forms.

RELATED POLICIES

Child & Member Protection Policy
By-Laws relating to Disciplinary Matters
Codes of Conduct

ASSOCIATION RESPONSIBILITY

It is the responsibility of the Association to give its members guidelines that will clearly explain their responsibilities in reporting and dealing with Serious Injuries and Accidents sustained by or involving their members either within the confines of their playing venues or as visitors at other venues.

It is also the responsibility of the Association to give practical support to clubs in dealing with investigations relating serious injuries and accidents. We will do this by

- providing guidelines to work by
- educational opportunities for club members to further educate themselves in their responsibilities
- contacts to other organisations that may assist them
- by conducting further investigations if required
- by issuing sanctions and disciplinary measures to persons found guilty of malicious acts resulting in the injury of another person.



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CLUB RESPONSIBILITY

Each Club has a responsibility to

- To give it's full support to the Association's objectives in relation to serious injury/accident reporting
- Act in a quick and caring manner towards injured members of their own and other clubs
- To submit the required documentation, including witness statements if required, within 48 hours of the incident
- To act in an honest and truthful manner when reporting serious accidents or injuries
- To not give refuge to club members acting in a violent manner towards others

PROCESS

- Following a serious injury or accident either at a clubs home ground or at another venue, the player's club should complete the Serious Injury/Accident Form.
- The form should be submitted within 48 hours of the incident
- If the incident stems from an act of violence perpetrated by one person against another, the club should report this to the Operations Manager at the time of lodging their results (or earlier), as well as completing the Serious Injury/accident Form.
- If the injury/accident results in the abandonment of a game before full time, the club will report this to the Operations Manager of the N.F.A.
- The club should be prepared to give further information/evidence if required and as requested.
- Clubs requiring assistance with this process should contact the Association Secretary on weekends and after hours, or the Administration staff during business hours.