



## Clubmark Resource: Procedure for Managing and Recording Accidents

### What is this?

- This procedure lays out the steps to be followed if an accident occurs on your club premises or to you one of your members
- It should be followed by any club member that is made aware or is involved in an accident
- It also lays out what records should be kept on accidents

### Why is it important?

- Accidents and injuries are an unfortunate part of taking part in sport. This procedure puts in place a system for monitoring and dealing with these accidents.
- When an insurance claim is submitted official details of the accident may be requested. Following this procedure ensures that a record is available.
- Some accidents can be avoided. By monitoring accidents it may be possible to bring about changes that will avoid accidents in the future.

### How can it be used?

- Decide who in the club is in charge of monitoring accidents. Ask this person to keep a record of all of the Accident Report Forms. In addition this person will also be in charge of following up on any accidents where needed.
- Circulate the procedure to all of your club members that are in a position to record accidents. This would typically include all of your coaches, managers. Provide these members with an Accident Report Form also.
- Make sure your club members know who to inform when an accident occurs

*Thanks go to the following for permission to reproduce and adapt original Clubmark documents to which Hockey Ireland is very grateful:*

- *Ulster Hockey Union*
- *Sport NI*



**Insert Club Name**

## **Procedure for Managing and Recording Accidents**

### **PROCESS FOR MANAGING ACCIDENTS**

1. The recording of accidents is the responsibility of all club personnel but particularly those in charge of club members. This typically includes coaches, managers, Junior Coordinator, team captains and/or Head Coaches.
2. Appoint a person to be in charge of recording accidents. This person's details should be shared with all club members who may potentially record accidents.
3. At the end of each season or year end the Accident Report Forms should be reviewed to see:
  - a. Is there a pattern or a high number of similar accidents occurring?
  - b. Is it possible to make changes to reduce the number of accidents?
4. A brief report should then be sent to the Club Committee with a view to any changes in policy to be implemented.

### **PROCEDURE FOR RECORDING ACCIDENTS**

1. The person responsible for monitoring accidents for **Insert Club Name** is as follows:  
NAME:  
  
EMAIL:  
  
MOBILE:
2. All accidents must be recorded regardless of the severity of an accident
3. When an accident occurs, the person in charge who was present at the time of the accident is required to complete an Accident Report Form.
4. The completed Accident Report Form must then be returned to the club (see person responsible above).
5. Any follow up actions must also be communicated to the club (see person responsible above).
6. All Accident Report Forms must be kept in a secure location.
7. If the accident involves a child, the parent of the child must be contacted or spoken to preferably as soon as possible after the accident has occurred.
8. The Club Children's Officer or Designated Person must be contacted if there is a concern related to a child or vulnerable adult.
9. Implement any actions that will prevent a re-occurrence and report that action to the Club Committee if deemed necessary.
10. Maintain records in a secure location for 5 years.