**BENDIGO ACADEMY OF SPORT**

**ACCIDENT / INCIDENT REPORT PROCEDURE**

# From time to time while conducting sporting activities / events there are incidents of which the Bendigo Academy of Sport - Executive Officer and Board will need to be aware of.

# The Head Coach of a program / event should investigate these incidents and send a report to the Executive Officer of the Bendigo Academy of Sport. Guidelines have been developed for dealing with complaints promptly and effectively.

Such incidents may involve:

* Personal Conflict
* Discipline Issues
* Accidents / incidents involving coaches, athletes and others associated with the BAS

## NATURAL JUSTICE

When filing a report the head coach should do so in line with natural justice. Natural justice includes the right to know the nature of any allegation made against any person, the opportunity to respond and the decision making obligation to respond in good faith.

## ACCIDENT/INCIDENT REPORT

The complaint procedure should:

* Address the complaint quickly
* Avoid emotional distractions
* Ensure confidentiality of sensitive issues
* Be procedurally fair to the complainant
* Deal with the event at the appropriate level
* Have an effective reporting system

## DOCUMENTING ACCIDENTS/INCIDENTS

* These incidents may sometimes result in serious consequences. It is important when filing a report, the person doing so should be aware that these documents may be used in litigation proceedings. Emotional or judgmental comments may have undesirable consequences and should not be used.

**PLEASE RECORD ONLY FACTS AND OPINIONS BASED ON FACTS.**

* When completed copies of the report should be sent to the Executive Officer Bendigo Academy of Sport.

## TYPES OF ACCIDENTS/INCIDENTS TO BE REPORTED

Those that cause:

* Damage to property.
* Personal injury.
* Serious breaches of Bendigo Academy of Sport - Code of Conduct in the Athlete contracts.

## OBJECTIVES OF THE INVESTIGATION

The report should contain:

* Identification of when and where the accident/incident occurred.
* A description of all casual factors.
* Details of any interview of persons involved and witnesses.
* Documentation of the chain of events leading to and following the accident/incident.
* The facts of the accident/incident.
* Documentation of what occurred as a result of the accident/incident
* Details of any corrective action already taken.

This policy was ratified by the Board of the Bendigo Academy of Sport in September 2011