



# MINTIES

## NETBALL CLUB

### Incident Reporting

A formal incident reporting system is a fundamental component of a successful member protection and risk management program. It should be recognised that good reporting leads to effective resolution and prevention.

#### An Incident Report Form:

- Ensures all required information is documented so that the incident may be investigated.
- Provides all participants with a simple and effective method to report an incident or hazard.
- Facilitates corrective action being taken to address the causes of the incident/hazard.

It is important that all Minties Netball Club (MNC) members are aware the incident reporting procedure and forms are readily available. Any report must be kept confidential and stored in a secure place.

Incidents will be promptly investigated by MNC/SDNA using the appropriate procedure:

- Inappropriate conduct/behavior such as serious harassment and discrimination should be resolved as outlined in Netball Australia Member Protection Policy
- Alleged breach of codes of behavior should be resolved using the disciplinary clause of the Association/Club Constitution.
- Competition related disputes and protests should be resolved as outlined in the Association/Club By-laws.

To ensure that the incident can be investigated and resolved appropriately, it is important that as much accurate information is provided as part of the incident report. Details that may be included:

- Photographs
- Description of scene/incident - where it occurred.
- Weather Conditions - wind, wet or dry, light, or dark, fog, ice or snow, etc.
- Measurements - including heights, lengths or widths of objects, obstructions, holes, etc.
- Description of damage - the type, nature, and extent of the damage.
- Property involved - itemise all the property that has been damaged.
- Description of any injuries – type and severity
- Witness - if possible, record name and address of any witnesses.
- Statements made by third parties - record any statements provided by a third party.

MNC will respond to all incident reports in writing. The party initiating the report will receive a letter acknowledging receipt of report. All parties involved will then be advised of any decision or action taken by the MNC committee.



**Witness Contact Details:**

Witness Name:	
Phone (BH):	(AH):
Email:	

**Outline any action taken at the time of the hazard/incident by Association Venue:**


<b>Signed:</b>	<b>Date:</b>
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Form to be lodged with the MNC Secretary: [mintiescommunication@gmail.com](mailto:mintiescommunication@gmail.com)

Once an Incident Report Form has been lodged with the MNC Secretary, the Committee will determine the appropriate process to follow (using either the Constitution, Competition By-Laws or Netball Australia Member Protection Policy). Parties involved will be notified in due course of the committee’s decision and any further action to be taken or penalty to be imposed.

<b>Association/Club Use Only</b>	
Date Received:	Date Actioned:
Action Taken:	
Signed:	Date: