

Sample Form - Incident Reporting Form

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 members/visitors are aware the incident reporting procedure and forms are readily available. Any report must be kept confidential and stored in a secure place.

Incidents should be promptly investigated by the Association/Club using the appropriate procedure:

- Inappropriate conduct/behaviour such as serious harassment and discrimination should be resolved as outlined in Netball Australia Member Protection Policy
- Alleged breach of codes of behaviour 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.

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

SAMPLE INCIDENT REPORT FORM

(Please tick appropriate box)

- ☐ Hazard/Potential Hazard
- ☐ Inappropriate Behaviour
- ☐ Competition Related Dispute

Complainant Details: (person reporting incident)

Name: _____

Address: _____

_____ P/Code: _____

Phone: (BH): _____ (AH): _____

E-mail: _____

Incident/Hazard Details

Association/Venue: _____

Date of hazard/incident: _____

Time of hazard/incident: _____

Exact location of hazard/incident: _____

Provide a detailed description of the incident:

Witness Contact Details

Witness Name: _____

Phone: (BH): _____ (AH): _____

E-mail: _____

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

Signed: _____ Date: _____

Form to be lodged with the Association/Club Secretary/Administrator

Once an Incident Report Form has been lodged with the Association/Club Secretary/Administrator, 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.

Association/Club Use Only

Date Received: _____ Date Actioned: _____

Action Taken: _____

Signed: _____ Date: _____