



EGLINTON JUNIOR
CRICKET CLUB

Eglinton Junior Cricket Club

Incident reporting and management policy

The **Eglinton Junior Cricket Club** is committed to fostering a safe and supportive environment for all participants. This Incident Reporting and Management Policy outlines the procedures for reporting and managing incidents, including injuries, ground-related issues, and player-on-player incidents, ensuring alignment with the policies of Cricket Australia and the Western Australian Cricket Association (WACA).

Purpose

The purpose of this policy is to:

- Provide clear guidelines for reporting and managing incidents within the Club.
- Ensure compliance with Cricket Australia and WACA standards.
- Promote a culture of safety and continuous improvement.

Scope

This policy applies to all players, coaches, officials, volunteers, and spectators associated with the Club.

Definitions

- **Incident:** Any event that results in or has the potential to result in harm or damage. This includes injuries, property damage, and behavioural issues.
- **Near Miss:** An event that could have resulted in harm or damage but did not, either by chance or through timely intervention.

Reporting Procedures

Immediate Actions

- **Injuries:** Provide immediate first aid and, if necessary, seek medical attention. Ensure the affected individual is safe and comfortable.
- **Ground Issues:** Address any immediate hazards to prevent further risk. Report significant issues to the Club's ground coordinator for resolution.
- **Incidents:** Ensure the safety and well-being of all involved. Address the situation promptly, involving relevant parties as needed.

Documentation

- **Incident Report Form:** Complete the Club's Incident Report Form for all incidents, including near misses. This form should capture:
 - Date and time of the incident.
 - Individuals involved.
 - Description of the incident.
 - Immediate actions taken.
 - Witness statements, if applicable.
- **Submission:** Submit the completed form to the Club's Safety Officer within 48 hours of the incident.

External Reporting

- **Cricket Australia:** For serious incidents or near misses, report using Cricket Australia's Incident Report Form. This helps in monitoring and improving safety standards across the sport.
- resources.playcommunity.pulselive.com
- **WACA:** Adhere to WACA's reporting requirements, ensuring that incidents are documented and, if necessary, reported to relevant authorities.
- wacountry.health.wa.gov.au
- **Regulatory Bodies:** For incidents that meet the criteria under Work Health and Safety legislation, notify the appropriate regulatory bodies as required.
- wa.gov.au

Investigation and Follow-up

- **Initial Review:** The Safety Officer, President, or Vice President will conduct an initial review of the incident, consulting with relevant parties.
- **Investigation:** For significant incidents, a thorough investigation will be conducted to identify root causes and contributing factors.
- **Corrective Actions:** Based on the investigation, implement corrective actions to prevent recurrence. This may include:
 - Modifying training or playing conditions.

- Enhancing safety protocols.
- Providing additional training to members.

Confidentiality and Support

- **Confidentiality:** All incident reports and investigations will be handled confidentially, with information shared only with individuals directly involved in the resolution process.
- **Support:** Provide support to affected individuals, including counselling services if necessary, and ensure they are informed of the outcomes of investigations and actions taken.

Monitoring and Review

- **Annual Review:** The Safety Officer, President, or Vice President will review incident reports annually to identify trends and areas for improvement.
- **Policy Updates:** Revise this policy as necessary to reflect changes in regulations, best practices, or Club operations.

By adhering to this Incident Reporting and Management Policy, the Eglinton Junior Cricket Club aims to maintain a safe environment that prioritises the well-being of all participants, aligns with the standards set by Cricket Australia and WACA, and fosters a culture of continuous improvement.

References:

- Cricket Australia Incident Report Form:
- resources.playcommunity.pulselive.com
- WACHS Hazard and Incident Management Procedure:
- wacountry.health.wa.gov.au
- Work Health and Safety Incident Notification Guidelines:
- wa.gov.au