



# Protocol for Reporting Accidents and Injuries

Policy Number – 1025

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## Overview

To ensure any accidents, serious injuries or near misses are reported and managed appropriately to ensure the best interests of the injured person and the sport is protected the following procedure must be followed.

### Archery Australia Serious Case Manager

Archery Australia will have appointed a designated person or the CEO as the Serious Case Manager and will assist in managing such incidents.

The Archery Australia Serious Case Manager is the first point of contact in the event of an accident or injury and will provide a link between the Club/RGB, Archery Australia and the insurance provider.

### Definitions

A reportable injury –

1. An incident resulting in an injury to a person which requires external medical treatment (Doctor, Ambulance, Hospital).
2. An incident causing death.

A reportable accident is an incident which may not have resulted in any injuries but may have had the potential to cause injury or property damage.

### Reporting Protocol

In the event of an injury the following protocol process must be followed –

1. Provide immediate on-field medical care, immediately call emergency services and arrange suitable transportation to the hospital or medical facility for the injured person.
2. A senior official in attendance must immediately establish control (Incident Manager) of the situation and contact by either phone or email the Archery Australia Serious Injury Case Manager providing all available details of the incident.
3. Archery Australia Serious Case Manager notifies Archery Australia President or CEO of the injury/incident and associated facts.
4. Archery Australia Serious Injury Case Manager notifies appropriate RGB providing details.

### Incident Manager

1. Ensure appropriate and immediate on-field medical care is provided i.e. immediately call emergency services and arrange suitable transportation to the hospital or medical facility for the injured person.

#### **In the case of a fatality contact police immediately**

2. Make telephone contact with Archery Australia Serious Injury Case Manager.
3. Accurately record any details and persons associated with the injury, including the taking of written witness statements



4. Notify next of kin, **in the case of a fatality, the police will notify the next of kin.**
5. Monitor if required competitors, spectators require debrief and/or counselling.
6. Avoid making any statements to the media, direct media to Archery Australia Office.
7. **Complete the Serious Injury Report (attached to this document) or complete online and submit copy to Serious Injury Case Manager.**

#### **Archery Australia Responsibilities**

1. Monitor current and ongoing status of injured player.
2. Provide support – logistical and human, to the injured player, Club and RGB as required.
3. Complete analysis report of injury occurrence and record on Serious Injury Register

#### **External Incident Protocol**

The protocol and procedure listed above is for internal incidents only (an accident on a club range, field or tournament). In the event of a shooting incident outside club grounds and by non-registered members the following **must be observed**.

It is vital that if such external incident happens a consistent media approach is maintained, and it is for this reason all media enquiries must be handled by one person within Archery Australia.

If such an incident should occur irrespective at what level of the sport all media enquiries should be directed to Archery Australia CEO.



ARCHERY AUSTRALIA  
INJURY REPORT.

Injured name			
Address			
	Post Code		
Telephone			
Mobile			
Gender	Age	DOB	Affiliation No.
Next of kin:		Telephone No.	

Name of club:	
Date of Incident:	Time of Incident:
Location of incident:	
Condition of venue:	
Weather conditions:	

DOS Name:	Contact:
Judges / Club Official Name:	Contact:
Judges / Club Official Name::	Contact:
Judges / Club Official Name::	Contact:
Witness Name:	Contact:

Is there any photo or video footage?

Yes  No

If yes retain until contacted by Archery Australia

Was the shooting session suspended?

Yes  No

If yes, for how long

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Did the shooting restart?

Yes  No

Did the incident occur during:

Practice  Competition  Other

If other, please specify:

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Give a brief description of the incident/injury;


Was the person taken to hospital  By car  By ambulance  By helicopter

What hospital was the person taken to?

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Hospital phone number:

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Was any medical assistance given at scene?  Yes  No

Outline the treatment, if any the person received on the field:


Name of person completing this report:

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Position in the club/RGB:

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Telephone	
Mobile	

Signature: \_\_\_\_\_

Send completed report to –

Archery Australia  
PO Box 32, Sydney Markets, NSW 2129      or      Email – [info@archery.org.au](mailto:info@archery.org.au)