



Sunbury Braves Basketball Club – Accident reporting form

In the event of an accident, the following procedure should be followed by the club/organisation:

1. Fill in a copy of this form for **all** accidents.
2. Make contact with parents / carers if needed.
3. Contact emergency services / GP if required.
4. Record in detail all facts surrounding the accident, including witnesses, etc.
5. Forward copy to designated club person within 7 days for record keeping / action required via email to sunburybraves@outlook.com
6. Follow up any further action required.
7. Sign off on any action required from senior committee member.

Contact information – responsible adult	
Name of coach in attendance	
Address	
Contact number(s)	
Email	
Name of organisation	

Injured person information – child / young person				
Name				
Address				
Date of birth				
Gender ¹	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>



Has the child / young person returned to the organisation following the accident?	No <input type="checkbox"/>	Yes <input type="checkbox"/>		
Accident information				
Date of accident		Time of accident		
Date reported		Time reported		
Who reported the accident?				
Location of accident				
Details of injury				
Nature of and how accident happened				
Did anyone witness the accident?	No <input type="checkbox"/>	Yes – please give name(s) and details of witness(es) <input type="checkbox"/>		
Was first aid involved?	No <input type="checkbox"/>	Yes – please give details <input type="checkbox"/>		
Have parents / carers been notified?	No <input type="checkbox"/>	Yes – please state by whom and when <input type="checkbox"/>		
Recommended action to be taken				
Referred to designated person(s)?	No <input type="checkbox"/>	Yes – please have them sign declaration at end <input type="checkbox"/>		
Form completed by (print your name)				
Your signature	✕			

Declaration – designated person
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Signature of management representative	x
Print name	
Role within organisation	
Today's date	
