Shankill FC Incident & Accident reporting policy

**What do I do if there is a serious incident or injury?**

Shankill FC recognize that, despite taking all reasonable precautions to ensure a safe environment for players and spectators, sometimes serious accidents or injuries can occur. If you sustain or witness an injury directly linked to playing soccer for Shankill FC, it is important that you follow the correct steps to ensure you, or the injured person (or property), are suitably cared for and that all relevant parties (listed below) are notified as early as practicable. The injured person should also inform their own private insurance where applicable.

For any notable incident please ensure that the Accident Report Form is completed and lodged with the Club Secretary & Welfare officers as soon as possible following the incident. Email to [info@shankillfc.ie](mailto:info@shankillfc.ie)

**Definitions**

**Accident** – Unplanned and uncontrolled event, which led to injury to persons, property damage or some other loss.

**Incident** – Unplanned and uncontrolled event, which could have led to injury to persons, property damage or some other loss.

**Action to be taken in the event of an accident/incident**

* Where practicable or relevant, make the area safe
* Contact a first aider if there is an injured person. Many of our team managers have received basic sports injury training and can assist in low level injury. Or if this is not possible or does not meet the level of urgency required, contact the emergency services on 112
* At the earliest reasonable time you should report the accident/incident using the accident reporting form, guidelines and contact numbers listed

**What should be reported?**

* Accidents involving volunteers, members or third parties, including minor injuries.
* Incidents where no one is injured but there is a potential for injury.
* Physical assaults or verbal abuse of volunteers.
* Dangerous occurrences such as fires, spillages, significant damage to club’s or member’s property, or any incident you think significant and relevant.

Reportable accidents/incidents would include, but are not limited to

* a break or fracture or dislocation
* any injury to the eye
* an injury resulting from electric shock or electrical burns
* an injury that leads to a loss of consciousness or requires resuscitation
* an injury that requires the injured person to be brought to hospital.
* The basic rule you should use is…**if in doubt, report it!**

**Accident Report Form**

Please click [Shankill](http://www.enniskerryfc.ie/wp-content/uploads/2012/11/Enniskerry-FC-Accident-Report-Form.docx) Accident & Incident report form to access the form and fill out all the fields with as much detail as you can. If you need help, please speak with the club secretary, Welfare officers or any committee member or email [info@shankillfc.ie](mailto:info@shankillfc.ie)

**Insurance**

**What do I need to do to see if an accident will be covered by the Club’s insurance policy?**

1. Download and complete the Shankill FC report form in full and pass to Secretary, Welfare officer or any committee member as soon as possible (or no longer than 30 days following the accident).
2. Ensure that any treatment carried out can be certified by a doctor as being medically necessary.
3. Retain all original receipts.
4. Ensure that any existing private health insurance policy is used first

**What insurance policies does the Club have?**

Shankill FC holds the following insurance policies.

1. The first is called a “Public Liability” insurance policy which indemniﬁes the club against claims by members of the public visiting our grounds, club house and or other properties against accidental loss or injury. The key to avoiding such claims is to follow good practice to minimize risk to the public. If you spot something that could cause an accident, report it so it can be resolved quickly. Please don’t ignore it or assume someone else has reported it.
2. The second is called a “Personal Accident” insurance policy. Under the terms of the policy all treatment must be certified in writing by a Doctor/GP as being medically necessary, including for Physiotherapy.

**Time Limits for Notification of Accident to Secretary & Insurer**

All notifications of an Accident giving rise to a potential claim on the Club’s Personal Accident insurance policy must be made to the Secretary, in writing, by completion of the club’s Accident Report Form by a responsible adult, which must be forwarded to the Club’s insurance broker within 30 (thirty) days of the date of the accident.

**Effect of Failure to Notify Secretary in Writing of Accident & Impact on Coverage**

Any notification made after the 30 days’ time-limit will require a written explanation from the Secretary to the insurance broker explaining the delay. Failure to meet this deadline may result in Insurers refusing to provide an indemnity. Any notification made more than 60 days from the date of the injury will render the potential claim null and void as being submitted too late.

**Relevant Shankill FC contact points**

* To inform the Club Secretary, Club Welfare Officers and the Club Executive committee in one single step, use the Shankill FC club Email [info@shankillfc.ie](mailto:info@shankillfc.ie)
* Club Welfare Officers
  + Girls Child Liaison - Tony Poutch - 086 150 2447
  + Boys Child Liaison - Mary O' Donnell – 086 607 2746
* Club Secretary – Geraldine Hanley – 087 653 6663
* Club Chairperson – Dave Mulcahy – 087 220 3428
* Club Treasurer – Tim Cullinane – 087 218 1086

 **SHANKILL FOOTBALL CLUB** 

**MATCH INCIDENT REPORT**

|  |  |
| --- | --- |
| Name, address of injured person |  |
| Team |  |
| *Signature* of person making this entry and Club position |  |
| Date entry made |  |
| Date and time of incident /accident |  |
| Place where incident /accident happened |  |
| Cause and nature of incident accident |  |
| Parent Notified  Any follow up  Required |  |

Reference. NO\_\_\_\_\_\_\_\_