

Tarneit North Football Club Incident Reporting Policy



Legal Disclaimer: This document and the comments in it are designed as a guide only and are not, not should be considered, a substitute for a Club obtaining its own legal advice.

The authors and Football Victoria Limited (FV) accept no responsibility for any loss or damage suffered through reliance by any person on the information within this document.

TARNEIT NORTH FOOTBALL CLUB

Incident Reporting Policy

1. Purpose

Tarneit North Football Club is committed to maintaining a safe and responsible environment for all members, participants, volunteers, and visitors.

This policy outlines the process for reporting, recording, and responding to incidents that occur during club activities or events.

2. Scope

This policy applies to:

- Players
- Coaches
- Team managers
- Volunteers
- Committee members
- Officials
- Spectators and visitors
- Any individual involved in club activities

3. Types of Incidents

Incidents that should be reported may include:

- Injuries or medical emergencies
- Unsafe conditions or hazards
- Child safety concerns
- Bullying or harassment
- Aggressive or abusive behaviour
- Property damage
- Discrimination or misconduct
- Breaches of club policies
- Any event that places participants at risk

4. Reporting an Incident

Incidents should be reported as soon as possible to:

- A committee member
- Team manager
- Coach
- Child Safety Officer
- Appropriate club representative

Reports should include relevant details such as:

- Date and time
- Location
- Individuals involved
- Description of the incident
- Actions taken at the time

5. Immediate Response

Where necessary, the club may take immediate action to:

- Protect participant safety
- Seek medical assistance
- Remove unsafe conditions
- Manage inappropriate behaviour
- Contact emergency services if required

6. Confidentiality

Incident reports will be managed respectfully and confidentially where appropriate. Information will only be shared with individuals who require access for safety, legal, or management purposes.

7. Investigation and Follow-Up

The club may investigate reported incidents where necessary.

Appropriate follow-up actions may include:

- Safety improvements
- Welfare support
- Disciplinary action
- Referrals to governing bodies or authorities
- Policy reviews or risk management actions

8. False or Misleading Reports

Knowingly making false or misleading incident reports may result in disciplinary action.

9. Record Keeping

The club may maintain records of reported incidents for safety, legal, insurance, or governance purposes.

10. Responsibilities

All members are encouraged to:

- Report concerns promptly
- Support a safe environment
- Cooperate respectfully with investigations or follow-up processes

11. Policy Review

This policy may be reviewed and updated periodically to reflect changes in club operations, safety requirements, or governing body expectations.