



**NATIONAL
PREMIER LEAGUES**



MURRAY UNITED FC

PO Box 5118, Wodonga VIC 3690

info@murrayunitedfc.com.au

www.murrayunitedfc.com.au

INCIDENT REPORT PROCESS

An incident can be defined as

- ✓ any injury to a person, or
- ✓ damage to plant or property, or
- ✓ a "near-miss" where there was potential for injury or damage.

What to do

When an incident occurs, an incident report form needs to be completed.

Forms are included in attachment A (below) and should be emailed to the secretary within 24hours of the incident; secretary@murrayunitedfc.com.au

Policy

All incidents, small or large are to be dealt in the following way.

- Injury claims must also be made via the FFV portal on-line
<https://football.gowgatessport.com.au/welcome/>
- Property damage incidents will be assessed for rectification
- 'near miss' incidents will be reviewed to minimise future incidents.

Approval Date:	September 2022
Review Date:	October 2023
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ATTACHMENT A - INCIDENT REPORT FORM

Date of incident:

Time:

Details of Person Reporting Incident:

Name:

Phone:

Email:

Position:

TYPE OF INCIDENT: INJURY PROPERTY DAMAGE NEAR MISS

WHERE DID THE INCIDENT OCCUR?

WHAT WAS THE INCIDENT?

WHAT CAUSED THE INCIDENT?

DESCRIBE ANY INJURIES:

PTO



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ANY MEDICAL INTERVENTION TAKEN?

DETAILS OF INJURED PERSON/S: Player Staff-Coach Spectator Other

Name:

DOB:

Address:

Phone:

Parent Contact if Applicable:

Email:

DETAILS OF WITNESSES:

Player Staff-Coach Spectator Other

Name:

Address:

Phone:

Parent Contact if Applicable:

Email:

Phone:

PROPERTY DAMAGE DESCRIPTION:

Email a copy to secretary@murrayunitedfc.com.au