

Step-by-step guide for Coaches on how to report an incident within the Western Port Football Club -

Coaches and Delegated Committee Members

Identify the Incident

Recognize any incident that occurs during training sessions, matches, or other club-related activities. Incidents may include injuries, disciplinary issues, harassment, safety concerns, or any other noteworthy event.

Ensure Immediate Safety

If the incident involves immediate safety concerns (e.g., a player sustains an injury), prioritize the safety and well-being of all individuals involved. Provide necessary first aid or assistance as needed.

Gather Information

Collect relevant information about the incident, including the date, time, and location. Note the individuals involved, witnesses present, and any other pertinent details about what occurred.

Document the Incident

Record a detailed description of the incident, including what happened, who was involved, and any contributing factors. Use clear and concise language to accurately capture the sequence of events.

Complete the Incident Reporting Form

Fill out the incident reporting form provided by the Western Port FC club. Include all necessary information about the incident, following the format outlined in the form.

Follow Up

If necessary, follow up with club management or designated personnel to provide any additional information or clarification about the incident. Cooperate with any further investigation or actions taken in response to the incident.

Maintain Confidentiality

Respect the confidentiality of the incident report and any sensitive information disclosed. Avoid discussing the details of the incident with individuals who are not directly involved in handling the matter.

Support the Process

Cooperate with the incident response process and support any measures taken to address the incident appropriately. Encourage open communication and transparency throughout the resolution process.

Learn and Improve

Reflect on the incident and consider any lessons learned or opportunities for improvement. Use the incident as a learning experience to enhance safety protocols, training practices, or other aspects of club operations.