



TJ Saracens Netball Club - Emergency Procedures

Purpose of this document

To formalise the procedure should an emergency situation arise.

General:

It is the sessions' lead coach or the captain's responsibility to ensure that a charged mobile phone is available at all times should an emergency arise.

No club member should be left alone at a training or match venue.

The care of any club member U18 must be in line with the clubs Safeguarding Policy.

Guidelines for dealing with an Incident/Accident

- STAY CALM,
- ASSESS: be aware of the environment and ensure that any further risk of injury can be prevented: stop the match/practice session if required.
- LISTEN to what the injured person is saying: where they have been hurt and how it happened.
- ALERT the first aider who should take appropriate action for minor injuries.
 - PROTECT, REST, ICE, COMPRESSION, ELEVATION
- CALL the emergency services if the injury requires specialist management, DO NOT MOVE the player.
- CONTACT the next of kin to inform them of injury and management taken e.g. that you have called the emergency services, or had to apply first aid. Contact numbers are on the attendance registers at practice and matches.
- SUPERVISION provided for the rest of the group.
- ACCIDENT/INCIDENT FORM to be completed.

Venue Procedures

Jubilee Centre

Use of toilet facilities: where possible, the toilets adjacent to the courts should be used. If out of order or locked, the toilets in the Jubilee Centre should be used. Players should inform another player or the session's lead coach that you are leaving U12's are required to go in pairs or with a senior member of the club when using the toilets in the Jubilee Centre..

In the case of fire the players should move away from the court and await direction from emergency services when they arrive

In the case of a dangerous court, the coach leading the session should assess this in line with the risk assessment procedure and determine if it is safe to play. The coach's decision is final.

Emergency exits are located parallel to the car park. The coach leading the session should ensure that at least two exits are available. In the event of a fire the coach leading the session should collect the register (if not endangering themselves to do so) on the way out and check that all players are accounted for.

The caretaker at the Jubilee Centre should be notified immediately of any emergency incident occurring.

Sports Hall, Winterbourne Academy

In the case of fire the building should be evacuated by the nearest available exit and members should meet in the car park. Staff at the Academy will lead this. It is the responsibility of the coach leading the session to ensure all comply and leave promptly.

The coach leading the session should collect the register (if not endangering themselves to do so) on the way out and check that all players are accounted for.

League Game venues:

All emergency incidents should be notified to the umpire. The team manager or team captain will take charge and act as appropriate in the emergency. The Avon League committee should be notified after the event as appropriate.

Play should be stopped as deemed necessary by the match officials and all players should be moved away from the risk.

The attached incident report form should be completed for all incidents/accidents. It must be completed by the coach or captain in charge of the session and returned to the club secretary for the club record

Incident/Accident Report Form

Venue		Location of accident/incident	
Date of accident/incident		Name of individual(s) who dealt with the accident/incident	
Nature of accident/incident			
Details leading up to the accident/incident			
Details of all club members involved			
Details of action/events after the accident/incident			
Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).			
Were any of the following contacted?	Parents/carers Yes <input type="checkbox"/> No <input type="checkbox"/> Police Yes <input type="checkbox"/> No <input type="checkbox"/> Ambulance Yes <input type="checkbox"/> No <input type="checkbox"/>		
What happened to the injured person following the incident/accident? e.g. carried on with session, went home, went to hospital etc.			
All of the above facts are a true record of the accident/incident			
Print name			
Signed		Date	