



SAFETY POLICY & Injury Reporting



Wanneroo Giants Baseball Club Inc.

INTRODUCTION

WGBC holds the safety and wellbeing of all players, supporters and club officials as our primary concern.

We actively promote and encourage safe strategies at all training sessions and during games.

Where possible Wanneroo Baseball Club Inc will:

- Allocate resources for developing, promoting and implementing sport safety initiatives including providing safety equipment, ensuring the club's equipment is well maintained, providing comprehensive first aid kits and monitoring the supplies of those kits and encouraging first aid training for parents, officials and players
- Appoint a Safety Coordinator position on the committee and have a Job Description Form for that position
- Raise issues of sports safety at committee meetings as a standard agenda item every three months or as required (if there is a safety concern that arises between these meetings)
- Ensure that there is adequate public liability and player insurance, in line with the requirements of Baseball WA
- Adopt the Australia Sports Commission and Department of Sport and Recreation policies and guidelines on:
 - Blood/infectious diseases
 - Children in sport
 - Dehydration/fluid replacement and hot weather
- Encourage senior players, coaches, officials and parents to be safety role models and to be aware of their roles and responsibilities
- Advise players (and parents) about the Safety Policy at registration and encourage them to comply with it
- Ensure players complete the medical history section on the new Registration Form and that an Injury Register is maintained throughout the season
- Ensure players participate in pre-season training programs
- Promote sport safe strategies through the club's website, Facebook page, Twitter, posters, newsletters, brochures and flyers

- Maintain a register of all emergency contact information for each player and official and ensure that these contact details are provided to each coach. (This contact information is to be secured into the scorebook for each team)
- Ensure that a player or official that holds a valid Senior First Aid Certificate or another medical professional is available at each home game and training session
- Actively promote and encourage the use of protective equipment (including back nets, full catcher's equipment, helmets, shin pads and mouthguards)
- Encourage players, officials and spectators to wear suitable clothing and footwear at all times
- Encourage spectators, players and officials to be sun smart by providing complimentary sunscreen with each kit bag, providing hats for sale, providing shade sails (where there is no suitable existing shade), encouraging the wearing of appropriate sunglasses and where possible, hold training and games at times that are sun wise
- Include warm up, stretching and cool down activities for all training and games
- Maintain playing surface areas and check before any training or competition for obstructions or potential dangers
- Ensure all sporting equipment is well maintained and in good working order.
- Advise players to replace fluids before, during and after training and games and to have their own water bottle.
- Encourage any player who has an illness or serious injury to seek a medical clearance before returning to training and competition.
- Consider the reasons for and appropriateness of any rules that prevent the implementation of sport safety strategies
- Review the Safety Policy annually and upon the commencement of the newly appointed Safety Coordinator

INJURY REPORTING & MAKING A CLAIM

The procedure for reporting an injury and making a claim is as follows:

1. Tell your Coach / Manager
2. Ensure the incident was recorded on the Team match report
3. Fill out the Injury Report Form (copy attached as appendix A)
4. Email it to the WGBC Secretary Giants_secretary@iinet.net.au
OR place in an envelop and hand it to a committee person to forward
5. Secretary shall file a copy of it as a record of the incident
6. Secretary shall provide the ABF insurance claim form and policy info to the person if a claim is to be made.
7. The Club Secretary shall sign the form on the club's behalf and shall have a BWA Official sign the form where they need to
8. Person making the claim can then forward the documents as directed on the forms, the Club plays no further part there after.

If a Claim is not required, one should complete steps 1 – 4 anyway just in case it turns out to be worse than first thought.

Step 2 is a ABF / BWA requirement and they will not sign off on a claim without it.

Please act on a decision to make a claim promptly - this process works more smoothly when we can organise claims shortly after the injury occurs rather than weeks or months later when memories are fading.



INJURY REPORT FORM

NAME: _____ ADDRESS: _____ P/CODE _____

COMPETITION: _____ TEAM: _____ VENUE: _____

INJURY DATE: ___/___/___ TIME ___:___ AM/PM GENDER: MALE FEMALE

DATE OF BIRTH: ___/___/___ INJURED PERSON (PLEASE CIRCLE): PLAYER / UMPIRE / COACH / SPECTATOR

ACTIVITY AT TIME OF INJURY

- Warm Up
- Training
- Competition
- Cool Down
- Other _____

TYPE OF INJURY/ILLNESS

- New Injury
- Aggravated Injury
- Recurrent Injury
- Illness
- Other _____

NATURE OF INJURY/ILLNESS

- Bruising
- Heart Condition
- Head Injury/Concussion
- Dislocation
- Fracture or Break
- Loss of Consciousness
- Respiratory Problem
- Graze/Cut
- Sprain
- Muscle Tear
- Other/Unspecified _____

MEDICAL SERVICES TO DATE

- General Practitioner
- Hospital
- Physiotherapy
- Paramedic/Ambulance
- Other _____

MEDICAL ADVICE GIVEN

- Immediate Return to Activity
- Return with Restrictions _____
- Unable to Return at Present
- Further Assessment Required

TREATMENT GIVEN

- RICER
- Strapping/Taping
- Sling/Splint/Cast (Circle Applicable Option)
- Dressing/Wound Cleaning
- Surgery
- CPR
- Rest/Immobilisation
- None
- Other _____

APPROXIMATE RECOVERY TIME

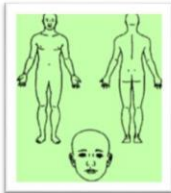
- Mild (Up to 7 days)
- Moderate (Up to 14 days)
- Major (More than 14 days)

INJURY SCENARIO

- Collision with Object/Player (Circle Applicable Option)
- Slip/Trip/Stumble/Fall (Circle Applicable Option)
- Sliding into a Base
- Struck by Ball or Other Object _____

EXPLAIN HOW THE INJURY OCCURRED

CIRCLE THE AREA OF INJURY



ANY OTHER RELATED INFORMATION

NAME(S) OF WITNESS(ES) (IF APPLICABLE) _____

CONTACT DETAILS OF WITNESS(ES) _____

SIGNATURE OF INJURED PARTY OR
SIGNATURE OF PARENT

DATE