



WVGC Injury/ Incident Report Procedure

Woden Valley Gymnastics Club (WVGC) is committed to the provision of a safe and healthy environment for all employees, members, contractors and visitors.

Incident/Injury Report Form:

Where a member of the Club is in a Club sanctioned training session, outing, competition or event and is involved in a "near miss" or an accident and/or sustains an injury, the matter is to be recorded and reported via the WVGC Injury Report Form

<https://wodenvalleymgymnastics.wufoo.com/forms/q1baljspor2c8g5/>

All incidents that result in an Incident/Injury or potential Accident/Injury or disease must have a Club Incident Report Form completed:

Behavioural Incident Report <https://wodenvalleymgymnastics.wufoo.com/forms/z7cgsyl1a9i13x/>

General Incident Report <https://wodenvalleymgymnastics.wufoo.com/forms/z18nh19no5ipy48/>

These must be reported to Club Management. These includes emergencies or dangerous occurrences such as near-misses or equipment failure. An Incident or Injury Report Form must be completed as close to the event occurring as possible (max 72hrs) and when it is safe to do so.

Reporting procedure:

On completion of the Incident/Injury Report form on line office management receive notification. Completed Injury/Incident Reports are made available to relevant Club Management.

All Injury/Incident reports will be kept by the club for 6 years from the date on which the incident occurred.

If a gymnast is injured, the Program Coordinator of the program the gymnast trains in will contact the injured person or their parent/guardian (if under 18) and follow up on the outcome. Any relevant information will be added to the Incident/Injury Report and the addition dated.

If someone other than a gymnast is injured, office administration will contact the injured person and follow up on the outcome. Any relevant information will be added to the Incident/Injury Report and the additions dated.

It is the responsibility of the person injured or their parent/guardian to pursue insurance claims (see claims information below)

If an Injury/Incident requires an insurance claim, the club will assist as directed by the insurance company affiliated with Gymnastics Australia.

If an injury/incident is a 'notifiable incident' a Report Form will be completed via Access Canberra

https://www.accesscanberra.act.gov.au/app/forms/worksafe_report by the WVGC General Manager within 72 hours of the incident. A 'notifiable incident' is:

- the death of a person
- a 'serious injury or illness', or
- a 'dangerous incident'

'Notifiable incidents' may relate to any person—whether an employee, contractor or member of the public.

Personal Accident/Injury Claims

It is the responsibility of the person injured or their parent/guardian to pursue insurance claims.

WVGC is a Gymnastic Australia (GA) affiliated club. Gymnastics Australia offers access to the National Risk Protection Programme (NRPP) which provides a set of insurance policies for different membership categories. The coverage provided under GA comprises: general liability; management liability; and personal accident.

For all information regarding insurance under the GA affiliation, including information on:

- how to make a claim?
- requesting a Personal Accident Claim Form, and
- contact number and email for a claim inquiry.

Please use the following link:

http://www.gymnastics.org.au/GA/Club_Development/Club_Affiliation/Benefits_-_Insurance/Ga/Club_Development/Club_Affiliation/Benefits_-_Insurance.aspx?hkey=1dd93297-7bcd-430b-a88a-75d8d4b33ada

27 Mulley Street Holder ACT 2611 • 02 6287 4121 • office@wodenvalley.net • PO Box 3598 Weston ACT 2611

www.wodenvalleymgymnastics.net



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