SACCSS prides itself on providing a safe and fair opportunity for all members of our Colleges to participate in a quality inter-school sport competition. The SACCSS ‘Code of Behaviour and Responsibilities’ reflects the expectations of all participants at SACCSS events.

**SPORTS ASSOCIATION OF CATHOLIC COEDUCATIONAL SECONDARY SCHOOLS  
Incident Report Procedure**

There are two types of reports that maybe required to complete by a key stakeholder involved in a SACCSS event;

1. An incident report, and/ or
2. An injury report

An incident report should be provided to the Executive Officers when there has been a breach of the SACCSS Code of Behaviour and Responsibilities and/ or there has been a breach of the sport rules that can not be dealt within the confines of the game.

An injury report should be provided to the Executive Officers when an injury is sustained by a player and requires first aid attention.

An incident report should be provided by those involved; student/s, staff member/s, coach/es and/ or official/s; whilst an injury report should be provided by the student injured or the staff member directly responsible for the student.

**Incident Report Process\***

1. The Executive Officers are notified an incident has occurred within 24 hours of the sporting event concluding.
2. The Executive Officers notify the College Principal/s and Sport Coordinator/s involved that an incident has occurred during an event and to expect an official incident report to follow within the week.
3. An official written report or reports are received by the Executive Officers within a week of the event and forwarded onto the SACCSS President, SACCSS Chair, College Principals and Sports Coordinators to investigate.
4. A statement outlining the follow up from the incident report is to be written to the Executive Officers by the College Principal at the earliest convenience.
5. An appeal process is available to member Colleges through the SACCSS Executive; however, once the SACCSS Executive have deliberated over an incident the decision is final.

**Injury Report Process\***

1. The Executive Officers are notified an injury has occurred within 24 hours of the sporting event concluding.
2. An official written injury report is received by the Executive Officers within two working days of the incident and forwarded to the SACCSS President, SACCSS Chair and College Principal.
3. Executive Officers, together with the SACCSS President/ SACCSS Chair follows up the welfare of the student as deemed appropriate from the report.

\* These procedures are required by SACCSS and do not replace the requirements of each individual Colleges reporting procedures in regards to incidents and injuries.

SACCSS Incident Report

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Venue |  |
| Sport/ Event |  | Staff Present |  |

|  |  |
| --- | --- |
| Students Involved |  |

|  |
| --- |
| Details of incident:  \*\* Officials name and contact details should be supplied if possible. |

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A copy of all incident reports needs to be forwarded to the Executive Officers within a week of the competition.

# Follow up Report

(Schools are asked to forward a summary of the follow up for SACCSS Records)

SACCSS Injury Report

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | Venue |  |
| Sport/ Event |  | Staff Present |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Injured person |  | College |  |

|  |
| --- |
| Type of injury/ details of injury: |

|  |
| --- |
| Details of how the injury occurred: |

Post event (tick the box/es that are relevant):

Referred to Doctor/ Medical Clinic Parent/ Guardian contacted

Taken by ambulance No further treatment required

Follow up required by SACCSS:

Yes No

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A copy of all injury reports needs to be forwarded to the Executive Officers within two working days of the event.