



Mornington Peninsula and Frankston City Table Tennis Association Inc (MFTTA)

INJURY REPORT POLICY

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Drafted By: Initial draft 2013; edited Sally Culley 31 July 2019; subsequent minor edits and format changes by David Griersmith (Secretary MPTTA) 25 May 2020; format standardisation 14 August 2020; name change to MFTTA

Approved and endorsed by: MPTTA Board of Directors at its meeting on 25 August 2020

Preamble

A written record should be kept of any occurrence that has the potential to lead to an insurance claim. The MFTTA Inc will record details of any injury/accident or incident. Table Tennis Victoria (TTV) has developed forms for clubs and associations to use if they wish, but this information should be recorded in some form and be submitted to TTV for its records and to the insurance company with any claims that may be made.

Procedure

- a) Injury report summary. This form should be completed with as much detail as possible by the competition supervisor or duty officer and the record kept on file by the association.
- b) Incident/Accident report form. This should be completed by the duty officer in as much detail as possible. It should be used to cover any incident that is reported to MFTTA officials, and can be used for incidents where injuries do not necessarily occur. Abuse or inappropriate behaviour can be reported in this way, as can dangerous situations, such as roof leaks or other entry of water on to playing surfaces. Where an incident or accident has resulted in injury, a copy of the report form should be sent to TTV only if the person intends to make a claim. Where an incident/accident is a result of a building fault, a copy needs to be sent to the manager of the building concerned. Reports on behaviour will be dealt with by the association and only sent on to TTV if some action is requested by the association from TTV.
- c) Insurance Claim Forms. These are kept in the "Injury/Accident/Incident Master" folder and should be offered to any potential claimant.
- d) Role of the Duty Officer. The person in charge of any activity within the centre at the time of any accident or incident is responsible for ensuring all forms are completed correctly and dealt with as required above. Note: Please ensure a copy of the injury/accident/incident is placed in the Master file.