



MYTCHETT ATHLETIC F.C.

Surrey Heath Sports Club of the Year 2010

Established 1971

Affiliated to Surrey Youth FA
Members of the North East Hants Youth League, East Berks Youth League
Surrey Primary League and Farnham & District Sunday League

www.mytchettathletic.com
Colours: Yellow and Black

Emergency Incident Procedures

Summary

Mytchett Athletic FC takes every precaution to ensure that all activities such as football games and training sessions are performed in a safe and secure environment.

However there are times when incidents and accidents occur which are out of the club's control which may result in injuries to players, parents, team officials or members of the public, whether in the course of the sport or activity or when travelling to and from venues.

To minimize any and all risks, the club sets out in this document the incident and accident emergency procedures which Team Officials (i.e. Team Managers, Coaches, Assistant Coaches and First Aiders) are expected to follow. The club requires all trained First Aiders to sign and acknowledge the procedures and guidelines contained within this document annually, as part of the club's safeguarding protocol.

These procedures are designed to provide safe and efficient help to all concerned. All Team Officials and Committee Members are to be clear about the emergency procedures to follow in the event of an incident and/or accident. Team Managers are advised to take a laminated copy of the procedures with them at all times and carry them with their first aid kits.

Club Emergency Procedures Checklist

Before starting any activity, match or training session, check the following.

- Ensure that all trips and tours have first been approved by the Club Executive Committee.
- Have the full address of the venue, including the post code.
- Know the details of the local A&E hospital.
- Have the emergency contact numbers for all participants and details of medical conditions highlighted in the club membership forms, should a parent not be in attendance.
- Have a fully equipped first aid kit.
- Ensure an Official First Aider is in attendance.
- Have a mobile phone ready for use in emergency.
- Inspect the playing area and ensure it's clear of hazards.
- Check the equipment is safe and doesn't constitute a risk to participants or spectators.
- At the time of an incident occurring, the Official First Aider should nominate a person to call the Emergency Services, should it be necessary.
- Be aware of the route to be taken by the Emergency Services in the event of needing to gain suitable access, and be able to direct such emergency responses.

It is important that the Official First Aider stays calm and controls the situation

When an injury or accident takes place a Team First Aider, on reaching the casualty, will assess the situation. The casualty **MUST NOT BE MOVED** until a full assessment has taken place and a decision has been made as to any medical treatment and/or requirement for an ambulance (if not previously called).

The team's Official First Aider is to take responsibility to ensure that the Emergency Services are contacted providing such information as the casualty's details, the nature of the incident and possible injuries. They **MUST** remain with the casualty until further help arrives.

In the event that a visit to the hospital (e.g. Accident & Emergency) is required either by ambulance or other vehicle, it is important that a Team Official accompanies the casualty in the event that the parents are not present. The CWO and the relevant General Manager must be informed at the earliest opportunity.

In all circumstances the welfare of the casualty is paramount and must take precedence over completing the game or managing the team.

Following Treatment

Following the treatment of the injured person(s) an Incident/Accident Report Form must be completed at the earliest opportunity by the Official First Aider who assessed the treatment required. A copy of the form should then be forwarded to the CWO and copied to the relevant General Manager.

If an incident occurs in remote areas away from central communication links, the Official First Aider in the first instance should ensure that the injured person(s) are treated using emergency first aid, before making a decision on how to contact the relevant emergency services. (Preparation is everything).

Near Misses and Injuries to Opposition Players

Please remember that as well as reporting accidents and incidents that occur, clubs should also report near misses. For example, a clash of heads that didn't result in hospital treatment, but the parents and club should be made aware. Reporting these incidents to the club allows a risk assessment to be carried out and appropriate preventative procedures can be implemented.

Incidents involving the opposition should also be recorded on an Incident/Accident Report Form, and followed up with the opposition manager to check on the welfare and condition of the injured person(s).

Incident/Accident Investigation

When an individual or Team Official reports any accident or incident resulting in a near miss situation, the relevant General Manager in the first instance will contact the people directly involved in order to obtain a clear understanding of the circumstances surrounding the events.

Depending on the circumstances and after consultation with the Executive Committee, the relevant General Manager may be asked to submit an additional report together with the original accident report.

A copy of the Incident/Accident Report Form can be obtained from the club website.

Disclosure of Information

Cases have been known where relatives have been contacted by the media rather than the police or hospital following serious accidents or incidents. This is obviously a very difficult situation which should be avoided at all costs. Unofficial statements may also affect proceedings if any subsequent legal action against the club or Committee Members or Team Officials is taken.

To reduce the likelihood of this happening:

- Full co-operation must be giving to the Emergency Services and the Police as required. However, any Team Official who has any doubt about the information they are giving can refer the matter to their General Manager or the CWO.
- Aspects of the incident should not be discussed with anyone who is not connected with the Emergency Services and Team Officials should try and ensure that nobody else makes a statement to the media. Seemingly innocent comments can be damaging when reported later. Don't release contact details of individual players to the opposition. Instead, have them contact the club.

Important Contact Details

Graham Goddard

General Manager Mini Soccer and SEN Disability

Mobile Number: 07785 791646

E-mail: graham.goddard@mytchettathletic.com

Stuart McKay

General Manager 11-a-side and Adults

Mobile Number: 07836 251306

E-mail: stuart.mckay@mytchettathletic.com

Tony Hutt

Club Welfare Officer (CWO)

Mobile Number: 07785 282666

E-mail: cwo@mytchettathletic.com

✂-----

Declaration

I hereby agree to have read and understood the Mytchett Athletic FC Emergency Incident Procedures.

Team Name : _____ Age Group : _____

Name : _____ Position : _____

Signed : _____ Date : _____

(Please return to your General Manager)