



Dear Captains, Managers and all Club Leaders

Today I am writing to you because as we all know, there is increasing focus in the world of sport on concussion and on injury generally.

Our Club is introducing an incident management protocol to ensure we handle any unfortunate incidents in the best and most professional manner, with the health of the player, official or supporter/spectator paramount.

Key to the process is the nomination of an incident manager who will be the key person in ensuring that processes are followed, including ensuring medical treatment is obtained, such as calling an ambulance, and club officials are informed.

Please take the time to read the policy, because your role as Captain, Manager or Club Leader is crucial and you need to know what to do.

Thank you to everyone for taking the time to review and implement this process.

If you have any questions regarding the above, please do not hesitate to contact myself or any member of the Committee.

Chris Springall
President

September 2019

INCIDENT MANAGEMENT PROCEDURE

1.0 PURPOSE

This Procedure provides the process for managing incidents within Baulkham Hills Cricket Club (BHCC).

2.0 SCOPE

This Procedure covers the welfare of a player or Club Official representing the Club at a match or training. It also covers a Club Member at a match or training and a visitor on Club grounds injured or having a medical episode during the course of training or a match. As with any sport, playing cricket has inherent risks. Players need to understand that they participate under the BHCC name at their own risk.

BHCC is a volunteer organisation and the advice in this document is for initial first aid treatment when an incident occurs. BHCC recommends qualified medical care should be sort by any player or visitor if they are involved in an incident at a game, training or club function.

3.0 DEFINITIONS

Incident

– is an event that affects the health of a player or a Club Official while representing the Club or a Club Member at a match or training and a visitor at Club grounds during training or a match who requires medical treatment or hospitalisation? This does not apply to minor strains and sprain injuries.

4.0 RESPONSIBILITIES

Incident Manager

– Is the person who manages the incident and takes responsibility for following and reporting the requirements as outlined in this Procedure. During the course of managing the incident to closure, the role may pass from Team Captain, Team Manager and Club Secretary or designated Club Official. The initial Incident Manager should remain responsible until a non-playing club official, family member or medical care arrives to relieve them. **OR** Any transition from one to another should be managed carefully.

5.0 PROCEDURE

5.1 When an incident occurs, the Incident Manager (**IM**) shall manage the incident and safeguard the welfare of the player, Club Official or visitor and seek medical support if required.

5.2 As soon as practical, the Incident Manager shall arrange for the Club Secretary to be advised and provide relevant details i.e.:

- The name of the person injured;
- The nature of the injury;
- If there is sufficient first aid / medical treatment available at the ground;
- If any doubt, does the player need to attend a medical centre or hospital;
- Is it safe for the player to drive themselves or does someone need to drive them. If it is a head injury of concussion, the person should not drive themselves. An ambulance should be called if in any doubt for the welfare of the injured person;
- If a suspected concussion or head trauma, the injured person must not drive and suitable arrangements made for the person's car.

5.3 Follow Up by Club Secretary

5.3.1 Following advice and details of an incident, the Club Secretary (**CS**) shall:

- check if a non-playing Club Official needs to attend to provide support;
- advise the injured person's relatives if needed;
- contact members of the Club Management Committee with the details;
- determine if a report is required;
- if medical expenses are involved, determine if an insurance claim is warranted;
- maintain the incident register in the Club electronic records and provide a hardcopy on Club file.

5.4 Concussion or Head and Neck Trauma Incident

Note: The Parramatta District Cricket Association recommends that all players wear a cricket helmet while batting, wicket keeping or fielding close to the batsman with appropriate guarding (including the use of products/attachments properly fitted to helmets that provide additional protection for the vulnerable neck/occipital area (**Neck Guards**)).

If a helmet is struck, then the helmet shall be inspected for damage to ensure it is still fit for safe use. Manufacturers recommend helmets be replaced if a significant impact occurs. BHCC recommends that a player replace a helmet that shows any sign of visible damage. Players who continue to use a struck helmet do so at their own risk.

5.4.1 If the incident involves a suspected concussion or head/neck trauma, the primary and only concern is for the health and safety of the player/injured person. If a player, the outcome of the match is irrelevant to the player's welfare and the player shall cease involvement in the match.

After a blow to the head or neck, if any of the following are present:

- loss of consciousness for any time;
- amnesia – inability to remember recent details;
- inability to keep balance;
- vomiting not explained by another cause, such as known gastroenteritis; and/or
- tonic posturing or fitting,

then the diagnosis of concussion (or more serious head trauma) is established.

5.4.2 The Incident Manager shall arrange for the player/injured person to be given first aid treatment and / or checked by a qualified person if available at the ground? If no one is available, then, if there are any doubts about the wellness of the player/injured person, the Incident Manager shall err on the side of caution and refer the person to a doctor or hospital. If an ambulance is required, call 000.

5.4.3 As soon as practical, the Incident Manager shall arrange for the Club Secretary to be advised and provide relevant details as per clause 5.2.

5.4.4 If a concussion or more serious injury has occurred to a player, then the player shall not return to playing in subsequent matches/training until given a clearance by a doctor.

5.5 **Incident Review**

5.5.1 Following the incident, the Club Secretary shall arrange with the Incident Manager, Club Official and other relevant parties to review the incident as appropriate for any issues that may have caused the incident or affected how the incident was managed.

5.5.2 Any improvements required to this procedure shall be undertaken as well as any other issues that could have prevented the incident.

5.5.3 The outcomes of the incident and new requirements shall be conveyed to the BHCC Team Captains, players and Club Officials.

5.5.4 Any learning that can benefit cricket in general shall be advised to the PDCA and NSW cricket.

5.6 **Annual Review**

5.6.1 This Procedure shall be reviewed annually by the Committee (**CMC**) for effectiveness and updated as necessary.

5.6.2 The updated Procedure requirements shall be conveyed to the BHCC Team Captains, players and Club Officials.

NOTE:

1. This Procedure is a simplified version of Cricket Australia's requirements in their "*Concussion and Head Trauma Policy*". It has been simplified for BHCC use as at PDCA matches, the appropriate qualified medical resources are generally unavailable at the grounds during matches or training.
2. First Aid kits are provided with all BHCC official team playing kits. If these require replenishment, contact the Club Equipment Manager before the start of the next game.

6.0 REFERENCES

- 6.1 Cricket Australia Rules and Regulations – Concussion and Head Trauma Policy (<http://www.cricketaustralia.com.au/cricket/rules-and-regulations>)

INCIDENT MANAGEMENT FLOWCHART

