



Carluka Tigers RLFC Clubmark Management System



Emergency Procedures and Guidelines

The standard procedures and guidelines in the event of an emergency are summarised below and must be followed by Club Officials, Coaches and Volunteers.

- **Blank Accident Report Forms (ARF), register of emergency contacts, a mobile phone and one copy of this form must be present at all activities, including but not limited to: practices, games, travel, and meetings.**

Minor Injuries – requiring no special emergency help.

- Have coach or certified personnel provide first aid treatment to injured party.
- Fill out an ARF at the scene of the injury.
- Turn in the ARF to the Club Chairman within 24 hours of the incident.

Major Injuries – breaks, serious sprains, transport to hospital etc.

- First Aid treatment to be provided by coach or certified personnel.
- Call for help – 999 – all coaches must have a mobile phone available at all sessions.
- Give all information possible (name, location, and condition of injured person etc).
- Call emergency contact of injured person and give details – register of emergency contacts must be present at all sessions.
- Fill out an Accident Report Form (ARF) in detail at the scene of the injury.
- Include in the ARF the name of the paramedics who provided treatment.
- Contact the Club Chairman and/or leave a detailed voicemail. **Phone numbers listed below*
- Turn in the ARF to the Club Chairman within 24 hours of the incident.

Critical Injuries and/or Car Accidents – unconsciousness, CPR, etc, or any car accident

- Call for help immediately – 999 – all coaches must have a mobile phone available at all sessions.
- Do not attempt to move or treat the injured parties.
- Do not leave the parties alone unless you are the only one able to call for help.
- Immediately after calling for help, contact Club Chairman, Team Manager, or Child Protection Officer (CPO).
- Follow the same procedures as stated in **Major Injuries**.

Carluka Tigers RLFC Emergency Contacts

Major Injuries

- Club Chairman Morgan Martin Voicemail

Critical Injuries and/or Car Accidents

- Club Chairman Morgan Martin
- Team Manager Bobby Martin
- CPO

Carluka Tigers RLFC, Flat 1, 57 Sandy Road, Carluka, ML8 5DH. thetigers@live.co.uk



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Incident/Accident Report Form

Name of person in charge of session/competition

Date of incident/accident

Name of injured person

Address of injured person

Nature of incident/injury and extent of injury. E.g., pulled muscle, broken finger.

Give details of how and precisely where the incident took place.

Describe what activity was taking place, for example training/game/getting changed.

Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).

Were any of the following contacted?

- Parents/carers Yes No
- Police Yes No
- Ambulance Yes No

What happened to the injured person following the incident/accident?

E.g., carried on with session, went home, went to hospital etc.

All of the above facts are a true record of the accident/incident

Signed:

Date:

Name: