



INCIDENTS PROCEDURES

Procedures number	Pol-09	Version	1.0
Drafted by	ARCHERY SA	Approved by ED on	13 July, 2017
Responsible person	Sue Martin	Scheduled review date	1 December, 2018

RESPONSIBILITIES

It is the responsibility of the Tournament & Equipment Committee to review these procedures annually.

PROCEDURES

Incident Report

(to be submitted within 72 hours)

e-mail to: archerysa@archerysa.org.au

Name and role of person completing this form:
Signature of person completing this form:
Date:
Incident
Date and time of incident:
Name/s of person/s involved in the incident and their clubs/associations:
Description of incident:

Relevant safety provisions in operation at the time of the incident:

Witnesses (include contact details):

Reporting of the incident to Club/ARCHERY SA

Incident Reported to: <input type="checkbox"/> Club <input type="checkbox"/> ARCHERY SA <input type="checkbox"/> Archery Australia <input type="checkbox"/> Other _____ (If Club or Other please indicate)	Date:
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How (this form, in person, email, phone):
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Follow-up Action

Description of action(s) to be taken & recommendation(s):
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RELATED DOCUMENTS

- Risk Management Policy – Archery Australia

AUTHORISATION

Sue Martin, Secretary
ARCHERY SA
13 July, 2017