



South East Reapers Basketball Club

Incident Reporting Policy

Policy Version: 1.0

Effective Date: 21/07/2026

Review Date: 21/07/2026

1. Purpose

South East Reapers Basketball Club is committed to providing a safe, respectful and positive environment for all players, coaches, volunteers, families and members.

This policy establishes a clear process for reporting, recording, managing and responding to incidents that occur within club activities.

Represent. Respect. Reap.

2. Scope

This policy applies to all club activities including training sessions, games, competitions, club events, meetings, social activities and online communication relating to club activities.

It applies to players, parents and guardians, coaches, team managers, committee members, volunteers, visitors and contractors.

3. What Is an Incident?

An incident is any event, behaviour or situation that may impact the safety, wellbeing or enjoyment of club members. Examples include injuries, misconduct, bullying, harassment, discrimination, unsafe behaviour, conflict, property damage, policy breaches and child safety concerns.

4. Reporting Responsibilities

All members are encouraged to report incidents or concerns as soon as possible.

Reports should be made when someone has been injured, feels unsafe, club rules have been breached, behaviour impacts others negatively, or there is a child safety concern.

5. How to Report an Incident

Incident Contact Person:

Name: _____

Position: _____

Email: _____

Phone: _____

Reports should include date and time, location, people involved, description, witnesses, actions taken and supporting information.

6. Immediate Response

The club will prioritise safety and wellbeing, provide first aid or medical assistance where required, remove risks, record details and escalate matters where necessary.

Emergency situations should be reported by calling 000.

7. Managing Incidents

The club will assess incidents individually, maintain confidentiality where possible, treat parties fairly, provide support and take action consistent with club policies.

8. Child Safety Incidents

Concerns involving the safety or wellbeing of a child will be managed under the Child Safeguarding Policy and reported to appropriate authorities where required.

9. Confidentiality and Privacy

Incident information will only be shared with those who need to know and records will be stored securely.

10. False or Malicious Reports

Deliberately making false, misleading or malicious reports may result in disciplinary action.

11. Record Keeping

The club will maintain records of incidents, actions taken, outcomes and follow-up requirements.

12. Policy Review

This policy will be reviewed regularly by the South East Reapers Basketball Club Committee.

Approved by: South East Reapers Basketball Club Committee

President: Rob Solomon

Date: 21/07/2026