



# SIDMOUTH & OTTERY HOCKEY CLUB



## INCIDENT/ACCIDENT EMERGENCY PROCEDURES

1. These procedures are written to assist Club members in the event an incident or accident. It is vital that all Club members are aware of and understand these procedures. They are issued to all senior team captains, team managers and coaches. They are also available on the [Club website](http://sidmouthandottery.ch.co.uk/club-documents) (sidmouthandottery.ch.co.uk/club-documents) for all members to access.
2. The Club uses hired facilities at Ottery and Sidmouth Leisure Centres, in the event of an incident or accident the procedures for these facilities should be followed. Where an incident takes place elsewhere, the procedures for the facility being used should be followed. In either situation, please check to ensure that you have followed the basic procedures below.
3. In all cases where an incident/accident involves a player Under 18 years of age, the lead adult, team captain, team manager or coach should ensure that they contact the player's parent/ carer using the emergency contact number once they have made sure that the player is safe and is being treated.

### ACTIONS TO BE TAKEN IN THE EVENT OF AN INCIDENT/ACCIDENT

4. Stay calm but act swiftly and observe the situation. Your **priority** is with the injured player and to make sure that there is not further risk of injury or danger to the player. Also ensure that there is no risk of further injury or danger other players. With a group of junior players, ensure that the rest of the group is adequately supervised – you can delegate this task to a responsible adult.
5. If necessary, evacuate the pitch in a calm and controlled manner and head to a safe location near on in the respective Leisure Centre in accordance with the facility's procedures. For away games follow direction from the Home Team's Captain/Coach.
6. If there is an injury, listen to what the injured person is saying.

#### **In the event of a more serious injury**

7. Do not move someone with major injuries unless they are in serious danger of further injury.
8. Ensure that the emergency services are called without delay – **dial 999**. Speak calmly and clearly.
9. Your address (see below) and your precise location on the site:

#### Home.

- Ottery Leisure Centre, Cadhay Lane, Ottery St Mary EX11 1QW
- Sidmouth Leisure Centre, Primley Road, Sidmouth EX10 9LH.

Away. Speak with the opposition captain for the pitch address and postcode.

10. Wait for the Emergency Services. Keep the player safe and warm. Ensure that you inform the Facility staff as soon as possible after calling the Emergency Services. You can delegate this task, as necessary.
11. Ensure the Emergency Services are made aware of any of the player's known medical conditions or any medication taken.

### **In the event of a minor injury**

12. Alert the site First Aider who should take appropriate action for minor injuries. If the game is at home, delegate someone to go to the Leisure Centre reception and give basic details of the incident.

### **CONTACT**

13. The team captain, team manager or coach should ensure that they have access to a mobile phone with them at all times.
14. If your mobile is not available or reception is poor, for home games, a phone is available in the Leisure Centre reception. For away games, follow direction from the home team's Captain/Coach.
15. You **must** contact the injured person's parent/carer and or emergency contact as soon as possible. The number can be found in Members' Emergency Contact Numbers held by the Captain/Team Manager/Coach. If the telephone number is not readily available, you **must** contact:

**Karen Dutton (Club Secretary) - 01392 881950 (Home). NB. on a Saturday use Karen's mobile 07796 174543.**

**or,**

**Cath Dockley (Club Welfare Officer) – 07738 012212.**

### **COMPLETE AN INCIDENT/ACCIDENT FORM**

16. As soon as possible after the incident/accident, and anyway on the same day as the incident, complete and sign a [Club Incident Report Form](#) – available for download from the [Club website](#) (Club Info/Club Documents) and return it promptly to the Club Secretary **and** Club Welfare Officer:

**Karen Dutton – [kjdutton@live.com](mailto:kjdutton@live.com)**

**Cath Dockley – [cathdockley.cd@gmail.com](mailto:cathdockley.cd@gmail.com)**