



# Keilor Park Sports Club INCIDENT REGISTER

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## What is an incident register?

An incident register is a document used to record a summary of incidents that have occurred on our club premises or at club activities.

## Why do we need an incident register?

Maintaining an incident register gives us a better understanding of events that may affect the safety of our members. It is also a valuable work, health and safety tool, a way to help our club identify risks occurring over time and can help to develop strategies to reduce the risk of alcohol-related violence and anti-social behaviour.

Such examples include:

- An intoxicated person refusing to leave the club premises.
- Entry refused to an intoxicated or disorderly person.
- A patron assaulting another patron within the premises.
- Members or guests creating nuisance when leaving the club, thus creating disturbance for neighbours.
- General complaints in relation to alcohol related activities.

## How do we make sure our club's incident register is properly maintained?

Our club will implement procedures to make sure the register is properly maintained.

An example of this is to delegate responsibility to our committee and bar servers.

We will also educate our members about the value of maintaining a register so they understand its importance in supporting our club to be safe and responsible.

## When to complete the incident register

Our club incident Register will be completed at the time the incident occurs or at the soonest opportunity after the incident. It will assist our club members to complete the register using a standardised method to ensure incident details, including witness details and comments are collected.

Information collected will include:

- Details of the person completing the incident report
- Time/Date/Place of incident
- Details of those involved in the incident
- Description of the incident
- Whether security or policy where involved
- First aid requirements
- Property damage assessment
- Witness details
- Any further action required

## Promoting this policy

Our club will:



- Educate members, volunteers and guests about our policy and the benefits of having such a policy.
- Implement strategies to create awareness of safe transport messages to club members (e.g. display standard drink posters/ cards to help patrons recognise what standard drinks are and the implications on drink driving).
- Ensure this policy is easily accessible and will promote it via our website, newsletters, social media and announcements functions].

### Policy review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

### SIGNATURES:

Signed: \_\_\_\_\_  
Club President

Signed: \_\_\_\_\_  
Club Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Next policy review date is **June 2020**

### ENQUIRIES REGARDING OUR POLICY:

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Visit: [www.goodsports.com.au](http://www.goodsports.com.au) for information regarding the Good Sports program.