

## Wembley Junior Basketball Club

### Notification of Injury

In the event of a player injury on court and/or in the basketball stadium, please review the following Notification of Injury steps to be undertaken:

- 1) The injury should be documented **on the score sheet** including the nature of the injury (i.e. leg, arm, head), date and time it occurred, first aid/ambulance assistance
- 2) Any supporting photos, notes or witness details should also be noted where relevant
- 3) The **Coach or Team Manager should contact a Committee Member ASAP** and inform them of the injury – *see contact numbers below*
- 4) The Committee Member fills out the Basketball Victoria Personal Injury Claim Form (requiring a Committee members' declaration) and is to arrange for the player, parent/guardian or medical contact person to also complete the form
- 5) The Claim Form is submitted to:  
Proclaim Pty Ltd, Locked Bag 32012, Collins Street East, VIC 8003  
Tel: 02 9287 1302 / E: [ahclaims@proclaim.com.au](mailto:ahclaims@proclaim.com.au)

In the event of a player injury occurring during a training session, injuries should be reported in writing by the Coach or Team Manager to a Committee Member in accordance with points 1) and 2) above.

NOTE: Please be advised that an injured player must be a **paid member** for the current season to be covered by insurance.

Only one claim form per injury is required. A claim form should be completed and submitted as soon as it is made aware that the injured person will be making a claim. There is no need to wait until after treatment of the injury has been completed to lodge the claim form.

#### Claim Form:

[http://www.basketballvictoria.com.au/fileadmin/user\\_upload/Resources/Basketball\\_VIC\\_Personal\\_Injury\\_Claim\\_Form\\_Final\\_09\\_13\\_2\\_.pdf](http://www.basketballvictoria.com.au/fileadmin/user_upload/Resources/Basketball_VIC_Personal_Injury_Claim_Form_Final_09_13_2_.pdf)

#### WJBC Committee Contacts:

Adam Hough, President - 0430 222 697, [president@wembleybasketball.com.au](mailto:president@wembleybasketball.com.au)

Tina Chapman, Registrar - 0421 874 103, [registrar@wembleybasketball.com.au](mailto:registrar@wembleybasketball.com.au)