



# Jervois Football Club

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## INCIDENT REGISTER

### Incident recording

An incident register is a document used to record a summary of incidents that have occurred on club premises or during a club-run activity. Keeping it up to date will help to reduce club liability in the case of an incident, it will also help your club to identify the areas that you might need to improve.

### Why do we need an incident register?

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

# JFC INCIDENT REPORTING FORM

## Record of incident

<b>Person managing</b>	
<b>The concern/allegation</b>	
<b>Incident</b>	
<b>Person who raised the concern/allegation or witnessed the incident</b>	Name: Under 18:                      Over 18: Telephone: Email: Role in the club: Date concern/allegation made
<b>Person who the concern/allegations refer to</b>	Name: Under 18:                      Over 18: Telephone: Email: Role in the club:
<b>Details of the concerns or alleged incident</b>	Date: Location: Details:
<b>Initial actions taken</b>	Date: Location: Details:
<b>Investigative steps taken</b>	Date: Location: Details:
<b>Recommendations to the club committee</b>	Date: Details: