



# **BEAUMONT TENNIS CLUB**

## **Injury / Illness Policy & Procedure**

**Version 1**

**Approved 09 June 2018**

### **About the Club**

The principal objects of Beaumont Tennis Club Inc. (the Club) are to;

- promote, encourage and administer the game of tennis for members of the Club,
- provide and maintain facilities for the members of the Club,
- provide access to tennis facilities for the residents of the City of Burnside.

The affairs of the Club are managed and controlled by a committee comprised of a President, Secretary, Treasurer and additional committee members. The committee is responsible for the good management of the Club.

The operating environment of the Club is described in more detail in the document “Beaumont Tennis Club – Context” (BTC Risk Context PDF). The management of risks is described in more detail in the document “Beaumont Tennis Club – Risk-Management Policy” (BTC Risk Policy PDF).

### **About Management of Injury Risks**

Tennis is recognized as a sport with a low risk of injury leading to hospitalisation or threat to life (AIHW: Kreisfeld R, Harrison JE, & Pointer S 2014. Australian sports injury hospitalisations 2011–12. Injury research and statistics series no. 92. Cat. no. INJCAT 168. Canberra: AIHW, <https://www.aihw.gov.au/reports/injury/australian-sports-injury-hospitalisations-2011-12> & “AIHW: Kreisfeld R, Harrison JE, and Tovell A, 2017. Hospital care for Australian sports injury, 2012–13. Injury research and statistics series no. 105. Cat. no. INJCAT 181. Canberra: AIHW, <https://www.aihw.gov.au/reports/injury/hospital-care-for-australian-sports-injury-2012-13>). Nevertheless, the Club considers it prudent to manage the risk of injury to people playing tennis at the Club by acting to reduce the likelihood or severity of injuries occurring.

This document was prepared with reference to “Sample Health and Safety Policy / Procedures” (<https://www.clubhelp.org.au/sites/default/files/resources/Sample Health and Safety Policy.docx>).

### **Injury / Illness Register**

The Club will develop and maintain an injury / illness register which will include summaries of major and minor injuries or tennis-related illnesses occurring at the Club. Specific details of injuries or illnesses will be recorded and maintained in a confidential manner. Various types of information recorded may include the following;

- name and personal details of the affected person (and parent, if under 18 years old),
- nature and severity of the injury or illness,
- whether first aid or medical treatment was provided,
- where in the facility the injury or illness occurred,
- any aspect of the Club’s facilities that contributed to the injury or illness,
- whether the injury led to, or may lead to, a claim on Tennis Australia’s insurance.

Information will initially be recorded on a form, copies of which will be kept in the clubrooms. Filled-in forms should be given to a committee member or left in a sealed envelope for collection by the Club Secretary. The provision of information by, or on behalf of, the affected person is voluntary.

### **Communication**

Information from the Injury Register will be reported to the Club’s management committee for review and management of the risks. The existence of the register and the responsibilities of members will be communicated to them.

### **Managing Injury Risks**

Where injury risks are considered to merit intervention, a specific management plan will be implemented. The plan should aim to reduce the likelihood or severity of the identified risk. Once the necessary changes are implemented, the relevant risk-management plan will be updated accordingly.

### **Responsibilities**

The Club's management committee is responsible for the management of the risks of injury. The Secretary is responsible for maintaining records of reported injuries and illnesses. Club members are responsible for ensuring injuries or illnesses, to themselves or to others, are reported, with the consent of the affected person.

### **Monitoring and Review**

The Club's management committee will monitor and review the implementation of the injury policy. The policy, and any risk-reduction measures, will be reviewed for effectiveness on a biennial basis.