



Cricket Federation for People
with Disabilities

GUIDELINES FOR DEALING WITH AN INCIDENT

- If an untoward incident occurs, stay calm but act swiftly if you consider there is any danger of the problem escalating.
- Listen carefully to any complaint you have received. Preferably obtain any complaint in writing. Treat all complaints seriously.
- Do not make a hasty judgment. Obtain the facts.
- Deal with the rest of the group and ensure they are adequately supervised.
- If appropriate, contact a parent or carer.
- Personal details of all players available from the **Team Manager**.
- Complete an incident report form.

IMPORTANT:

- Any untoward incident concerning a player, which is considered serious enough to warrant reporting, must be entered on the Club's incident reporting form.
- On completion, this form must be forwarded to the Team Manager/Children and/or Vulnerable Adults Officer as soon as possible, for assessment and consideration of any further action required.
- All incidents reported will be discussed at the next appropriate General Committee Meeting.
- Incident forms should be completed as soon as possible after the event. FACTS only should be reported.

INCIDENT FORM

Name of person in charge of session/competition:

Site where incident took place:

Date of incident:

Time of incident:

Name of person involved:

Address / telephone number of person involved:

Nature of incident reported to coaches:

Give details of who reported the incident::

Give full details of the incident

Were any of the following contacted at time of incident:

Club Coaches:

Yes No

Club Official:

Yes No

Police

Yes No

All of the above facts are a true and accurate record of the incident as reported to the Club.

SIGNED:

DATE:

NAME

(PLEASE PRINT)

Investigation and action taken:

SIGNED:

DATE:

NAME

(PLEASE PRINT)