



Risk Management and Insurance Procedures for Clubs

At beginning of season

Emergency telephone Numbers:

Complete necessary details for your club and post in prominent positions in your clubrooms, eg notice board, change rooms, kitchen.

Each Match day

Match Day Preparation Report

Inspect playing fields & buildings and complete this report. This report is retained by the club

Each game

Bench officials & Referee/umpire to complete Team Ground Inspection Report before each game. Report is submitted by the home team to Lacrosse Victoria with Scoresheet. Please note (in the case of women's rounds where a number of games are played at the same venue , a Team Ground Inspection Report must be completed before each game & relates only to the ground on which that match is being played.

Injuries

Bench to complete Match Day Accident Report form for any injury and submit with score sheet . Please also note injury on scoresheet. Give injured player the Personal Injury Report Form along with " Process for making a claim" document.

Team Managers should be provided with the following forms

Scoresheets

Team Ground Inspection Reports

Match Day Accident Report forms

Personal Injury Report Forms

Process for making a claim