



American Football South Australia (AFSA)

Incident & Injury Reporting Policy

Policy Owner: AFSA Board of Management

Date Approved: May 2026

Last Reviewed: May 2026

Next Scheduled Review: May 2028

Index

1. Policy Overview and Purpose
2. Underlying Principles
3. Scope and Application
4. Core Policy Requirements
5. Procedures / Processes
6. Breaches and Penalties
7. Enforcement and Responsibility
8. Related Policies
9. Policy Review and Approval

1. Policy Overview and Purpose

This policy establishes the requirements for reporting, recording, and managing incidents and injuries that occur during AFSA sanctioned activities.

It ensures a consistent, timely, and transparent approach to incident management, supporting participant safety, risk management, and governance obligations.

2. Underlying Principles

- Participant safety is the highest priority
 - All incidents must be reported accurately and promptly
 - Transparency and accountability in incident management
 - Continuous improvement through monitoring and review
 - Compliance with legal and duty of care obligations
-

3. Scope and Application

This policy applies to all AFSA sanctioned activities, including:

- Matches
- Training sessions
- Events and programs

This policy applies to all participants, including:

- Players
 - Coaches
 - Officials
 - Volunteers
 - Club administrators
-

4. Core Policy Requirements

4.1 Definition of an Incident

An incident includes, but is not limited to:

- Any injury requiring first aid or medical attention

- Suspected concussion
 - Serious or dangerous occurrences
 - Behavioural incidents impacting safety
 - Facility or equipment failures
-

4.2 Reporting Requirements

- All incidents must be reported as soon as practicable
 - Serious incidents must be reported immediately
 - Reports must be accurate, complete, and factual
-

4.3 Record Keeping

- All incidents must be recorded using an approved reporting format
 - Records must be stored securely and treated as confidential
 - Records must be available for review by AFSA if required
-

4.4 Serious Incidents

Serious incidents include:

- Hospitalisation or significant injury
- Suspected spinal or head injuries
- Incidents involving children or safeguarding concerns
- Any incident requiring emergency services

These incidents must be escalated immediately to AFSA.

5. Procedures / Processes

5.1 Immediate Response

- Ensure the safety of all participants
- Provide first aid or medical assistance
- Contact emergency services where required

- Remove any ongoing risk or hazard
-

5.2 Reporting Process

1. Incident occurs
 2. Immediate response actions taken
 3. Incident reported to club official or AFSA representative
 4. Incident report completed and submitted
 5. AFSA notified for serious incidents
-

5.3 Timeframes

- Immediate reporting for serious incidents
 - All other incidents reported within 24 hours
-

5.4 Review and Follow-Up

AFSA may:

- Review incident reports
 - Request further information
 - Implement corrective actions
 - Refer matters to Tribunal or external authorities where required
-

6. Breaches and Penalties

Failure to comply with this policy may result in:

- Formal warnings
- Disciplinary action
- Suspension from participation or roles
- Referral to Tribunal

Failure to report serious incidents may be treated as a significant breach.

7. Enforcement and Responsibility

This policy is enforced by:

- AFSA Board of Management
- Authorised AFSA representatives
- Club administrators

Clubs are responsible for ensuring incidents are reported and recorded appropriately.

8. Related Policies

- Risk Management Policy
 - Concussion Management Policy
 - Game Day Policy
 - Child Safety & Safeguarding Policy
 - Member Protection Policy
-

9. Policy Review and Approval

This policy will be reviewed every two (2) years or earlier if required.

It will be assessed to ensure alignment with safety standards, reporting requirements, and AFSA governance.