



INJURY REPORTING POLICY

Introduction

Richmond Hockey Club is strongly committed to the safety and integrity of hockey and all those who participate at the club. To ensure the continued safety of all members, Richmond Hockey Club is required to collect data re injuries sustained across the club so these can be reported to England Hockey and the International Hockey Federation (FIH).

Injury Reporting Policy

This policy relates to the recording and reporting of injuries sustained during hockey activity at Richmond Hockey Club.

In order for England Hockey to be able to record all meaningful data, Richmond Hockey Club is required to complete the 'Injury Monitoring Form' following injuries sustained that require one or more of the following:

- Treatment from a first aid specialist (e.g. Team doctor/ first responder)
- Hospital treatment
- Subsequent visit(s) to a GP

England Hockey's online 'Injury Monitoring Form' can be found [here](#).

Richmond Hockey Club has a responsibility to record injuries using accident report forms. Accident report forms should be stored for a minimum of 10 years or until the individual is 25 years old. All personal information should be processed, stored and retained in accordance with both the Club's Privacy Notice and GDPR Policy.

First aid and young people (U18)

Richmond Hockey Club has a duty of care towards young people in the sport. It is essential that a young person's parent or guardian is informed of any injury a child sustains whilst participating in hockey activity. Richmond Hockey Club will ensure that those responsible for the delivery of hockey activity have access to the relevant medical information and that the parent/guardian contact details are readily available in the case of an emergency for all junior players and is stored in accordance with all relevant data protection legislation.

Non-compliance with Richmond Hockey Club's Injury Reporting Policy

Richmond Hockey Club takes the safety of its members extremely seriously and for this reason, members' commitment to Safe Hockey has been included as a condition of affiliation with England Hockey. In the event that Richmond Hockey Club fails to complete England Hockey's online 'Injury Monitoring Form' for any injury which meet



the criteria outlined above, or fails to comply with the terms of affiliation relating to Safe Hockey, England Hockey reserves the right to review the affiliation status of Richmond Hockey Club and/or consider disciplinary action.

Responsibility for injury reporting

Richmond Hockey Club is responsible for ensuring that all injuries which meet England Hockey's reporting criteria are recorded and reported in a timely manner. Responsibility for completing England Hockey's Injury Monitoring Form may be undertaken by appropriate club officials, including the Club Safeguarding and Welfare Officer, team managers, coaches or designated committee members, depending on the nature of the incident and circumstances.

The club will ensure that those involved in the delivery of training sessions, matches and events understand the injury reporting process and notify the appropriate club official so that reporting obligations to England Hockey are met.

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