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Date: 8th December, 2014
To: Participating Associations
Circular No: 13it359_injuryreportprocedures.doc
From: Tom Moore – Information Technology and
 Registration Manager

M E M O

Subject: **INJURY REPORTING PROCEDURES**

It is no longer good enough to just record the incidents of injury on the back of the scoresheet, therefore the new "Injury Incident Report Form" (2012_3_basketball injury report.pdf) has been created to provide more detailed information surrounding the injuries received whilst participating in Basketball activities.

In the event of an injury **or a suspected injury** occurring during a match or training session it is imperative that the following steps be followed;

1. Complete an "Injury Incident Report Form" immediately the game / training concludes ensuring that all details are filled in.
2. Ensure that all witness details available are completed.
3. Attach a copy of the Scoresheet to the completed form, if injury occurred in a game.
4. To be signed by Reporting Officials, this could well be the Referee or Umpire during a match, an Official of the Association, a member of the Team's management i.e.; manager / coach/ assistant coach.
5. Hand the completed form and any attachments to the Court Supervisor.

Associations

Associations are required to keep an "Injury Record Book" where a record of all injuries is to be maintained. This should include a copy of the Incident Injury Report and the scoresheet (where applicable). It is a requirement that all injury records be kept for a minimum period of seven (7) years.

Injury Reports from Representative Matches

The completed "Injury Incident Report Form" **MUST** be submitted to **the HOME Association** of the **Injured Person as well as a copy being forwarded to Basketball NSW. Associations should ensure that all their teams' managers and or officials are aware of this procedure.**

In the event that the game was being played at an away venue, a completed "Injury Incident Report Form" should also be provided to the Court Supervisor of the venue for inclusion in their "Injury Record Book".

For all details on Basketball NSW Sports Injury Insurance, including claims procedures, please check out the "Sports Insurance" section of the Basketball NSW Web Site; www.nswbasketball.net.au





NSW BASKETBALL ASSOCIATION Injury Report Form



Venue injury occurred: _____ Competition/League: _____ Team Name: _____ Date of injury: _____

Name of injured: _____ Date of birth: _____ Registration No: _____ Gender: Male Female Grade: _____

Injured person was: Player Referee Coach Spectator Other: _____

Activity at time of injury: Domestic competition Rep competition Training Other: _____

Body part(s) injured (ie left elbow, face – above eye): _____

Witness details: _____ Referee details: _____

Type of injury:

abrasion/graze sprain/strain

open wound bruise

inflammation/swelling fracture (include suspected)

dislocation overuse injury

cardiac problem respiratory problem

concussion/lost consciousness

Other: _____

Cause of injury:

struck by other player struck by ball or object

collision with fixed object fall/stumble

slip/trip temperature related

jumping to shoot/defend/rebound

collision with other player/referee

gradual onset, no cause identified

other: _____

Explain exactly how the incident occurred: _____

Initial treatment:

None required Ice/RICER

dressing strapping/taping

Referral elsewhere Other: _____

Treatment provided by: _____

Did injured person go to hospital?

Yes No unknown

----- ambulance car

Details of person completing this form:

Name: _____ Position: _____

Phone: _____ Signature: _____

Date: _____

WHAT TO DO with this form:

A: Take to the Court Supervisor immediately following the game.

B: Court Supervisor must:

1) Fax to BBNSW on (02)87658588

2) Keep a copy for their Association's Injury Record Book

3) For away games, a copy of the form must be forwarded to the HOME association of the injured person also.