



# NSWRL CRITICAL INCIDENT MANAGEMENT PLAN



**IF AT ANY TIME YOU ARE CONTACTED BY THE MEDIA PLEASE CONTACT THE NSWRL HEAD OF COMMUNICATIONS AND COMMUNITY ENGAGEMENT FOR ADVICE**

CONTACT EMERGENCY SERVICES	FOLLOW FULL INCIDENT PROCEDURE	ONCE INCIDENT IS UNDER CONTROL CONTACT NSWRL / LEAGUE TO REPORT INCIDENT
IF THE INCIDENT INVOLVES A PLAYER, IS A PARENT PRESENT?		
<p><b>NO</b></p> <p>CONTACT PARENT IMMEDIATELY</p> <p>KEEP PARENTS INFORMED OF ALL DECISIONS AS THEY ARE MADE</p>	<p><b>YES</b></p> <p>KEEP PARENTS INFORMED OF ALL DECISIONS AS THEY ARE MADE</p>	FOLLOW NSWRL POLICIES & PROCEDURES AND / OR LOCAL LEAGUE PROCEDURES
COMPLETE JUDICIARY / CODE OF CONDUCT REPORTING		
ENSURE THE SAFETY AND WELLBEING OF ALL PARTICIPANTS AND SPECTATORS		
ONCE INCIDENT IS UNDER CONTROL CONTACT NSWRL / LEAGUE MANAGER IMMEDIATELY TO VERBALLY REPORT		
COLLATE NAMES AND CONTACT DETAILS OF WITNESSES (SEE <b>INFORMATION RELAY CHECKLIST</b> )		
INFORM YOUR CLUBS BOARD		
AT YOUR EARLIEST CONVENIENCE WRITE AND SUBMIT AN INCIDENT REPORT AND SUBMIT TO NSWRL / LEAGUE MANAGER WITHIN 24 HOURS		

CONTACT LIST	
EMERGENCY	
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LEAGUE MANAGER	
CLUB PRESIDENT	
NSWRL LEAGUE & CLUBSUPPORT	
NSWRL HEAD OF COMMUNICATIONS AND COMMUNITY ENGAGEMENT	
Tracie Edmondson 0416 258 342	



# INFORMATION RELAY CHECKLIST

IN THE EVENT OF A CRITICAL INCIDENT PLEASE  
COLLECT AND REPORT THE FOLLOWING INFORMATION

**PLEASE THINK!!! WHO – WHAT – WHEN – WHERE - WHY**

MATCH DETAILS	DATE:	GROUND:
	AGE:	TEAMS:

## INCIDENT DETAILS

INJURY		BEHAVIOURAL	
IS VIDEO OF THE GAME AVAILABLE	<input type="checkbox"/> Yes <input type="checkbox"/> No	IS VIDEO OF THE GAME AVAILABLE	<input type="checkbox"/> Yes <input type="checkbox"/> No
NAME OF THE INJURED PERSON:		GROUND MANAGER IN ATTENDANCE	<input type="checkbox"/> Yes <input type="checkbox"/> No
AGE:		GROUND MANAGER NAME:	
PARENT NAME (IF MINOR):		GROUND MANAGER CONTACT NUMBER:	
PARENT PHONE NUMBER:		BRIEF DETAILS OF THE INCIDENT:	
AMBULANCE CALLED	<input type="checkbox"/> Yes <input type="checkbox"/> No		
WAS FOUL PLAY INVOLVED	<input type="checkbox"/> Yes <input type="checkbox"/> No		
IF YES, WHAT ARE THE DETAILS:		PERSON ALLEGED TO BE AT FAULT:	
WAS THERE A SEND-OFF		NAME: .....	
REFEREES REPORT OBTAINED		CLUB: .....	
GROUND MANAGERS REPORT OBTAINED		POSITION:	
WITNESS REPORTS OBTAINED		<input type="checkbox"/> Coach <input type="checkbox"/> Manager <input type="checkbox"/> Trainer <input type="checkbox"/> Player <input type="checkbox"/> Club Official <input type="checkbox"/> Spectator <input type="checkbox"/> Other: .....	
LEAGUE MANAGER / NSWRL CONTACTED		POLICE ATTENDED FROM LAC	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>INFORM YOUR CLUB BOARD AND AT YOUR EARLIEST CONVENIENCE WRITE AND SUBMIT AN INCIDENT REPORT AND SUBMIT TO YOUR LEAGUE MANAGER WITHIN 24 HOURS</p>		OUTCOME OF POLICE ATTENDANCE:	
		<input type="checkbox"/> Arrest <input type="checkbox"/> Caution <input type="checkbox"/> No Action	
WAS THE GAME ABANDONED		<input type="checkbox"/> Yes	<input type="checkbox"/> No
REFEREES REPORT OBTAINED		<input type="checkbox"/> Yes	<input type="checkbox"/> No
GROUND MANAGER REPORT OBTAINED		<input type="checkbox"/> Yes	<input type="checkbox"/> No
WITNESS REPORTS OBTAINED		<input type="checkbox"/> Yes	<input type="checkbox"/> No
LEAGUE MANAGER / NSWRL CONTACTED		<input type="checkbox"/> Yes	<input type="checkbox"/> No
WAS THE MATTER RESOLVED		<input type="checkbox"/> Yes	<input type="checkbox"/> No
HAS THE MATTER BEEN ELEVATED TO THE LEAGUE MANAGER FOR RESOLUTION		<input type="checkbox"/> Yes	<input type="checkbox"/> No
HAVE MEDIA OUTLETS CONTACTED YOU ABOUT THE INCIDENT		<input type="checkbox"/> Yes	<input type="checkbox"/> No

CONTACT LIST
EMERGENCY
000
LEAGUE MANAGER
CLUB PRESIDENT

**ONCE INFORMATION IS COMPILED CONTACT LEAGUE IMMEDIATELY TO REPORT INCIDENT**



# CRITICAL INCIDENT: LEAGUE ACTION LIST

**INCIDENT REPORT RECEIVED FROM CLUB**

**HAS THE INCIDENT BEEN RESOLVED?**

**NO**

OBTAIN ALL RELEVANT REPORTS FROM THE ASSOCIATED COMMUNITY RUGBY LEAGUE CLUB

ENSURE ALL EMERGENCY SERVICES HAVE BEEN CONTACTED AS REQUIRED

CONTACT NSWRL COMMUNITY FOOTBALL DEPARTMENT AND ADVISE THEM OF THE SITUATION AND ANY ACTIONS THAT ARE BEING UNDERTAKEN TO CONTINUE TO ATTEMPT TO RESOLVE THE SITUATION

GAIN REGULAR UPDATES FROM COMMUNITY RUGBY LEAGUE CLUB ON THE ONGOING SITUATION

ASSIST IN FORMULATING A PLAN TO HELP THE CLUB TO RESOLVE THE ONGOING SITUATION

**ONCE INCIDENT IS RESOLVED**

ENSURE ALL MEDIA ENQUIRIES MADE TO BOTH THE CLUB AND THE LEAGUE ARE DIRECTED TO THE NSWRL HEAD OF COMMUNICATIONS AND COMMUNITY MANAGEMENT

OBTAIN ALL RELEVANT REPORTS FROM THE ASSOCIATED COMMUNITY RUGBY LEAGUE CLUB

COLLATE REPORTS AND SUBMIT TO NSWRL COMMUNITY FOOTBALL DEPARTMENT BY EMAIL

STAY IN TOUCH WITH CLUB TO ENSURE THAT THE SITUATION NEEDS NO FURTHER ACTION

**ENSURE APPROPRIATE JUDICIARY / CODE OF CONDUCT ACTION IS UNDERTAKEN AS REQUIRED**

**YES**

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**ENSURE APPROPRIATE JUDICIARY / CODE OF CONDUCT ACTION IS UNDERTAKEN AS REQUIRED**

## CONTACT LIST

EMERGENCY

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LEAGUE CHAIRMAN

NSWRL COMMUNITY RUGBY LEAGUE  
MANAGER

Peter Clarke 0409 814 887

NSWRL HEAD OF COMMUNICATIONS  
AND COMMUNITY ENGAGEMENT

Tracie Edmondson 0416 258 342