

Brisbane Schoolgirls' Rowing Association

Incident Reporting Procedure

1.0 Purpose

This Procedure sets out how incidents at BSRA events are managed, reported and followed up. It applies to all BSRA regattas and the Indoor Rowing Championships and operates alongside the BSRA Risk Management Plan and the Child Safety and Wellbeing Policy.

2.0 First aid at regattas

First aid is provided by the contracted supplier, usually 1300MEDICS, engaged in liaison with the Executive Officer and Rowing Queensland. Standard coverage is two Advanced Life Support and two Basic Life Support attendees, with one of each positioned on both headlands. First aid and defibrillator locations are recorded in the Event Brief for each event.

3.0 Medical emergencies

1. If a medical emergency is activated, the Rowing Queensland Regatta Referee informs the BSRA Executive Officer as soon as possible.
2. The Executive Officer informs the relevant school coordinator.
3. For any immediate danger to life, 000 is called first.

4.0 Reporting

1. The first aid contractor prepares a report after each regatta. The report is provided to Rowing Queensland and shared with BSRA by 5.00pm on the Tuesday following the regatta.
2. For serious incidents, the Executive Officer submits a [Regatta Incident Report Form](#) to Rowing Queensland for clarification of the incident while the first aid report is awaited. Serious means any incident where common sense dictates that follow-up is sought or required.
3. All incidents, near misses and concerns, medical or otherwise, are also recorded in the BSRA incident register on the day, consistent with section 10.0 of the Risk Management Plan.

5.0 Follow-up

The Executive Officer provides Rowing Queensland's findings, outcome and any recommendations to the School Principal, the Head of Sport and the Rowing Coordinator of the relevant school, and follows up on the welfare of the injured or unwell person.

6.0 Matters under other pathways

Child safety concerns are escalated immediately under the BSRA Child Safety and Wellbeing Policy. Incidents involving the BSRA employee are managed as workplace incidents. Incidents that could give rise to a claim are notified to V-Insurance Group immediately and liability is never admitted. Matters that fall under the National Integrity Framework, including member protection, safeguarding, complaints and disputes, and competition manipulation, are directed to the applicable Rowing Australia policy pathway or Sport Integrity Australia once those policies are adopted by reference.

7.0 Related documents

- BSRA Risk Management Plan
- BSRA Child Safety and Wellbeing Policy
- Regatta Incident Report Form
- BSRA incident register

8.0 Version control

Version	Date effective	Approved by	Amendment
1		BSRA Board	Rebuilt as a standalone policy document