



Brisbane District Veteran Golfers' Association Inc.

BDVGA PROCEDURE

Incident Reporting



Brisbane District Veteran Golfers' Association Inc.

1.0 PURPOSE/SCOPE

To detail the actions to be taken when an incident occurs whilst BDVGA members are playing in or attending a golf event arranged by the BDVGA. The incident may or may not require an insurance claim to be lodged to cover injury, or damage to 3rd party property. This procedure should be actioned for all incidents, however only certain incidents are covered by Personal Liability Insurance provided by Golf Australia.

1.1 Incidents Covered by Golf Australia Personal Liability Insurance

- 1.1.1 A member is injured when hit by a stray golf ball hit by another member playing in the same golf event;
- 1.1.2 A member is injured by a golf club (or other object) which has been thrown, or otherwise lost control of, by another member playing in the same BDVGA golf event;
- 1.1.3 Motorised golf cart accident related injury;
- 1.1.4 Damage/injury to 3rd party property or person by a member playing in or attending a BDVGA event.

1.2 Incidents Not Covered by Golf Australia Personal Liability Insurance

- 1.2.1 External cause such as slip or fall, snake-bite, falling tree branches, lightning, etc;
- 1.2.2 Player hit by own golf ball i.e. ricochet;
- 1.2.3 Injury through contacting tree root when attempting to strike the ball;
- 1.2.4 Heat exhaustion, heart attack or other health related problems.

NOTE: Personal injuries/problems listed in 1.2 may be covered by Personal Injury Insurance provided by the members own golf club. They should however still be reported in accordance with this procedure if deemed necessary by the injured or health affected member.

2. PEOPLE/3rd PARTY INVOLVEMENT

The following people and interested 3rd Parties have responsibilities for appropriate actions when this procedure is set in motion:

- The injured member and their playing partner/s;
- The offending member (applicable when the injured member has been hit by a stray golf ball or club/object, hit, thrown or lost control of by the offending member, or motorised cart driver);



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- Officer Bearers from the golf club where the incident occurred;
- Relevant BDVGA Office Bearers who are required to process the incident report.

3.0 PROCEDURE

3.1 Initial Action and BDVGA Member Injury and/or 3rd Party Damage Reporting

3.1.1 If a member is hit by a stray golf ball, golf club or other flying object struck, thrown or lost control of, by another playing member, or injured in a motorised cart accident, his playing partners should take any appropriate actions to assist the injured person and if necessary get them back to the club house as soon as possible for further attention to the injury.

NOTE: The playing partner/s should ensure that they or relevant BDVGA or golf club office bearers have arranged an ambulance if the injury warrants this.

3.1.2 As soon as possible after the incident has occurred, and preferably on the event day, it should be formally reported to the BDVGA President, Captain or other Management Committee Member by the injured person (if still on-site), a witness to the occurrence, e.g. playing partner, or the offending player.

3.1.3 If the incident is reported on the event day, the BDVGA President, Captain or Committee Member shall provide Form No. IR-01: Incident Report Form (copies of which are held in the game-day storage box) to the injured player for completion of all relevant portions of the form as follows:

Part 1: Incident Details;

Part 2: Injured Person Details & Part of Body Affected;

Part 3: Independent Witness Details;

Part 4: Nature of Injury;

Part 5: Cause of Injury;

Part 7: Description of Incident/1st Aid Details.

NOTE: If the injured member has left the event site, the Incident Report Form can be provided to the injured member via post or email (or if available, downloaded from the BDVGA website).



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3.1.4 If the incident only involves damage to 3rd Party property it should be formally reported, as soon as possible, to the BDVGA President, Captain or other Management Committee Member by the member responsible for causing the damage and the following sections of the Incident Report Form completed:

Part 1: Incident Details;

Part 3: Independent Witness Details;

Part 6: Property Damage;

Part 7: Description of Incident/1st Aid Details.

3.1.5 In all cases and on completion of the Incident Report Form, the original copy shall be retained by the injured/responsible member and a copy provided to the BDVGA President, Captain or Secretary for follow-up and/or tabling at the next Management Committee Meeting.

NOTE: It is more than likely that any property damages will belong to the golf club where the event is being held. In these cases it is also likely that the golf club's own Incident Reporting documentation will need to be completed.

Relevant BDVGA Office Bearers should, when necessary, assist the responsible member in dealing with the golf club's representatives.

A copy of the completed BDVGA Incident Report Form should also be given to the golf club's representative if required by the club.

3.2 Follow-up and Close-out

3.2.1 Once an incident has been reported and the actions in 3.1 above have been completed it is the responsibility of the injured/responsible member to follow the matter up with their own golf club and any subsequent insurance claim.

3.2.2 The Incident Report will be tabled at the next BDVGA Management Committee Meeting by the President, Captain or Secretary, as applicable, for decision/s on any possible further actions and/or follow up with the member by the BDVGA.

4.0 ASSOCIATED DOCUMENTS

BDVGA Incident Report Form - Form No. BDVGA IR01