

# Injury Guide for Parents



Building Better Humans

**2021**

**Pivotal Gymnastics Management**

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Each calendar year, every athlete who joins Northern Districts Gymnastic Club (NDGC) is required to pay a Club Registration Fee which includes Athlete Insurance, Club Subscription and Gymnastics Australia registration. If your child sustains an injury at NDGC, the Gymnastics Australia National Insurance Program provides coverage for treatments required because of the injury. It is very important that you read the information contained within this document, as well as the information located on the [Marsh Advantage website](#) prior to lodging a claim for an injury.

This document has been developed to provide parents with an understanding of what happens when an injury occurs within the gym, as well as the processes required surrounding any modifications to training due to injury. If you have any queries regarding the information contained within this document, please speak with the Competitive Programs Manager Ben Barnard, [doc@ndgc.org.au](mailto:doc@ndgc.org.au).

## 1.0 INSURANCE COVERAGE

### 1.1 MARSH ADVANTAGE INSURANCE

“Since 2017, Marsh Advantage Insurance has been working with Gymnastics Australia as the appointed broker for the National Risk Protection Program. This program provides a set of Insurance policies and specific risk management modules, to help protect the needs of different membership categories at a nationally negotiated rate. Working in collaboration with Gymnastics Australia, Marsh Advantage Insurance has developed a comprehensive understanding of the unique risks that gymnastic clubs, coaches, and members face, allowing us to arrange a package that meets your needs.”

Below are some important and relevant links with regards to Marsh Advantage Insurance:

- For information regarding the Gymnastics Australia National Insurance Program, please visit: <https://www.marshadvantage.com.au/business/sports-clubs/gymnastics.html>
- Cover Summary Document (pdf):  
[https://www.marshadvantage.com.au/content/dam/marsh/mai/documents/Gymnastics\\_NRPP\\_Cover\\_Summary.pdf](https://www.marshadvantage.com.au/content/dam/marsh/mai/documents/Gymnastics_NRPP_Cover_Summary.pdf)
- Gymnastics Australia Insurance FAQ:  
<https://www.marshadvantage.com.au/business/sports-clubs/gymnastics/faq.html>
- Lodging a claim: <https://www.marshadvantage.com.au/business/sports-clubs/gymnastics/claims.html>

## THE NEXT SECTION OF THIS DOCUMENT OUTLINES THE PROCEDURES THAT OCCUR WHEN AN INJURY IS SUSTAINED IN THE GYM

### **2.0 WHAT HAPPENS WHEN AN INJURY OCCURS IN THE GYM TO A REGISTERED NDGC MEMBER?**

#### **2.1 FIRST AID**

In the event an injury or other accident which occurs at NDGC, the following steps will be followed (as outlined in the [Injury Procedure Document](#)):

- Stop the class and prevent any injured participants from moving or being harmed by further activity.
- Ensure the rest of the class is safe (ask another coach to assist with class management).
- Request assistance from the most senior qualified First Aid person to help assess the nature of the injury.
- Talk to and observe the athlete. Also ask other athletes if they observed what occurred.
- Administer First Aid. If there is a suspected head, neck or spinal injury, do not move the athlete. If the injury is deemed of serious nature, call an ambulance.
  - If serious: Contact the parent/legal guardian of the injured athlete.
  - If minor: Contact the parent/legal guardian at the conclusion of the class. If the athlete is unable to return to training within 30 minutes of the injury, contact the parent.

#### **2.2 INJURY REPORTING**

- All injuries that occur in the gym are reported
- The injury is recorded on the club's official Injury Report Form
- The form must be completed at the time of the injury and signed by the attending Coach/First Aider/Program Manager as required
- All forms are submitted to the Director of Coaching
- In the event of a Major injury requiring ambulance attendance, the Manager and Competitive Programs Manager must be notified by phone call/message.

### **2.3 AFTER THE INJURY**

- If the injury is deemed to be of a serious nature, the Competitive Programs Manager will contact the parents as soon as practical. For a minor injury, the Coach or Competitive Programs Manager will contact the parents.
- In the event the injury report infers that a duty of care and a risk management matter the Competitive Programs Manager will investigate further with the General Manger.
- If the injury is of a serious nature and required further treatment, then the Program Manager will liaise with parents and advise Administration of any pending action required.
- If no further action required all reports are securely filed for confidentially purposes and retained in the event a claim further claim is required in the future.
- The Competitive Programs Manager will collate all necessary paperwork (injury report form and Insurance Claims Paperwork) and provide this to the parent if they wish to lodge a claim through Marsh Advantage Insurance.

## **3.0 MODIFICATIONS TO TRAINING DUE TO INJURY**

### **3.1 WHAT HAPPENS IF MY CHILD CANNOT TRAIN AT ALL AFTER THE INJURY?**

- In the event the injury is serious, and the athlete cannot return to training, the Gymsport Program Manager will liaise with the Parent and Administration to ensure fee payments are put on hold.
- A Medical Certificate must be provided by the parent to Administration for our records.
- We will provide you with a copy of our injury report and complete any necessary claims paperwork within seven days.

### **3.2 WHAT HAPPENS IF MY CHILD NEEDS TO TRAIN ON MODIFIED HOURS?**

- If the athlete can come back to training on modified hours, then the coach/medical advice and the parents will agree on modified hours. A Medical Certificate from a Doctor or treating health care professional must be submitted to Administration.
- Administration will be advised of any changes to training hour to modified hours.

- We will provide you with a copy of our injury report and complete any necessary claims paperwork within seven days.
- Coaches will work closely with the Parent and Athlete on their physical and mental wellness and make recommendations accordingly.

#### **4.0 RETURN TO TRAINING PROCESS**

##### **4.1 MY CHILD IS READY TO RETURN TO TRAINING FROM NO TRAINING TO MODIFIED HOURS**

- A Medical Certificate or letter from a Doctor or treating practitioner advising training can recommence must be provided prior to returning to training.
- Coaches and Parents will agree on modified hours.
- Administration will be advised of any changes from no training to modified hours and fees will commence.
- Coaches will work closely with the Parent and Athlete on their physical and mental wellness and make recommendations accordingly.

##### **4.2 MY CHILD IS READY TO RESUME FULL TRAINING FROM MODIFIED HOURS**

- A Medical Certificate or letter from a Doctor or treating practitioner advising training can return to full training must be provided prior to returning to training.
- Administration will be advised, and fees will be adjusted accordingly back to full fees.

#### **5.0 WITHDRAWAL OF ATHLETE FROM COMPETITION DUE TO INJURY OR ILLNESS**

- Advise your athletes coach immediately.
- Provide Administration with a Medical Certificate within 72 hours, ensuring the dates of the competition are listed on the Medical Certificate.
- Administration will then process the Event Withdrawal Form to Gymnastics WA.
- If modified hours are required see above requirements.

## 6.0 WELLBEING OF ATHLETES

NDGC understand that this can be a difficult time for the athlete and the family, and we want to ensure the best outcome for all. Your coach(es) will work very closely with you and your child and they may make recommendations to you surrounding preferred health care providers. Please feel free to contact your child's coach or the Competitive Programs Manager to discuss any concerns you may have.