1. **Introduction**
	1. This procedure provides NSWKA members a process to report incidents and hazards to the NSWKA President
	2. Reporting of incidents enables the NSWKA to offer appropriate support to impacted members and help implement strategies to reduce the chances of the incident occurring again
2. **Notifiable Incidents**
	1. Any NSWKA member may report an incident by filling out the AKR Incident Report Form and emailing it to the NSWKA President\* on: president@nswkendo.org
	2. The NSWKA President must be informed of incidents or hazards in the following circumstances:
		1. Any hazards that a club cannot resolve with their venue provider
		2. Any injury requiring more than a basic first aid response
		3. Any incident where a member has suffered financial loss and is considering a claim on the AKR insurance policy
		4. Any behaviour that may be considered a crime\*\*
		5. Any behaviour such as harassment, discrimination, bullying or abuse that may have made someone feel uncomfortable or distressed
	3. If a member is not sure if an incident should be reported, they should contact the NSWKA President for advice on: president@nswkendo.org
3. **Responding to Incidents**
	1. On receipt of an Incident Report Form the NSWKA President or a representative of the President shall contact the reporter and confirm details and discuss:
		1. What the club has already done and could do to address the incident and prevent further occurrences
		2. Immediate support that could be provided by the NSWKA
		3. If wanted, the process of making a claim on the AKR Insurance Policy (Appendix: A)
		4. If the incident should be escalated to the Australian Kendo Renmei
4. **Supporting Documents**
	1. The following NSWKA documents are important reference documents accessible on the NSWKA Shared Drive to assess risks and make decisions:
		1. NSWKA Risk Management Plan
		2. NSWKA Member Protection Statements
		3. NSWKA Codes of Behaviour
		4. NSWKA Policy: Managing Misconduct of NSWKA Members
		5. AKR Incident Report Form

\*A member may report to another NSWKA Executive or Technical Committee member if the subject of a complaint is the NSWKA President

\*\*Any incidents of a criminal nature must also be reported to the appropriate authorities

**Appendix A: Making a Claim on the AKR Insurance Policy**

1. **Insurance Policy Coverage**
	1. An AKR affiliated club member practicing Kendo, Iaido or Jodo is covered under the AKR insurance as long as they are registered with the club and the club retains records of that person's registration with the club.
	2. AKR affiliate members have access to the following types of insurance
		1. **Personal Accident (Sports Injury) Insurance**. Cover for some of the costs, not covered by Medicare or other insurance, associated with an injury that occurs at any AKR affiliated club and dojo in scheduled training sessions and other scheduled events.
		2. **Professional (Instructors) Indemnity Insurance**. AKR sensei and instructors will be protected while supervising training in any AKR club or dojo for scheduled training sessions and other scheduled events.
		3. **Public / Product Liability.** Covers legal liability to pay compensation in respect of:
			1. Bodily Injury (which expression includes death & illness)
			2. Damage to Property (which expression includes loss of property); arising out of or in connection with AKR activities.
2. **Claims Process**
	1. AKR Incident Report Form to be emailed to:
		1. **AKR Safety Coordinator** safetycoordinator@kendoaustralia.asn.au
		2. cc **AKR Secretary** akrsecretary@kendoaustralia.asn.au
		3. cc **NSWKA President** president@nswkendo.org
	2. Person making the claim to all the claims hotline on **1300 134 956** or go to: <https://www.sportscover.com/claims/#claimsaus> to report the claim online.
	3. Quote policy number **PMEL99/0077540**
	4. NSWKA Association Number is **Y0730245** if required.
3. **Supporting Information**
	1. For more detail and access to the AKR Incident Report Form access the AKR website: <http://www.kendoaustralia.asn.au/content/?page_id=31>