



Sports Injury Reporting Procedure in Association with Moss Farm Recreation Centre

Moss Farm Telephone Number 01606-79987

1. It is the responsibility of the Northwich RUFC coach to report any injury to a player, spectator, supporter etc from the game they are with to the duty staff at *Moss Farm Recreation Centre*. Moss Farm staff can be found in either the *General Office* or the *Social Centre Reception Area*.
2. The duty staff can administer first aid if necessary and will ring for an Ambulance.
3. If an Ambulance is called for by a member of the public the duty staff still need to be advised of the injury and also that an ambulance has been requested.
4. The Northwich RUFC coach or delegate will need to gather the following information:

Injured Party:	Name
	Address
	Contact Number
	Parent or Guardian if a junior
	Details of the incident/accident
If a junior	Above Details of the Club coach

These details will be required, as a formal record needs to be kept at Moss Farm.

5. Obtain as much information about how the injury happened, as this will help the first aider/ambulance personnel.