



Injury & Conduct Incident Protocol

Purpose:

The safety and well-being of all players, coaches, and participants is HTB's highest priority. This protocol ensures that any injury or conduct-related incident during HTB events is documented, addressed, and reported appropriately.

1. Scope

This protocol applies to all:

- Players
- Coaches
- Board members
- Parents/guardians
- Volunteers

During **all HTB activities**, including practices, games, tournaments, and other program-related events.

2. Reporting Requirements

1. Incident Reporting:

- Any injury, misconduct, or safety incident involving a player, coach, parent, or volunteer must be reported **immediately**.
- All incidents **must be documented** using the [HTB Online Incident Report Form](#).
- Examples include, but are not limited to:
 - Player injuries (sprains, concussions, fractures, etc.)
 - Misconduct by coaches, players, or parents
 - Unsafe conditions or equipment issues
 - Any situation requiring medical attention or emergency response

2. Timeliness:

- The online incident report must be submitted **within 24 hours** of the incident.
- Immediate verbal notification to the **Boys/Girls Director** is also required for all injuries or safety concerns.



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3. Incident Documentation

- The report must include:
 - Date, time, and location of the incident
 - Names of all individuals involved
 - Description of what occurred
 - Immediate actions taken
 - Witness names (if any)
- **Confidentiality:** All reports are confidential and accessible only to HTB senior leadership and the risk and safety committee.

4. Follow-Up and Resolution

1. The Risk and Safety Committee will review the incident report promptly.
2. Follow-up actions may include:
 - Contacting parents/guardians
 - Referral to medical professionals (if applicable)
 - Internal review and disciplinary measures
3. Documentation of the resolution will be attached to the original incident report.

5. Responsibilities

- **Coaches/Staff:** Ensure all incidents are reported accurately and promptly.
- **Parents/Guardians:** Notify coaches or HTB leadership immediately of injuries or concerns during events.
- **HTB Leadership:** Monitor incidents, ensure compliance with reporting, and address any safety or conduct issues.

6. Compliance

Failure to report injuries or conduct issues in accordance with this protocol may result in:

- Suspension or removal of coaching privileges
- Disciplinary action by the HTB Board
- Any additional actions deemed necessary to maintain participant safety