



# YMCA Geelong- Injury Management Policy

---

**OFFICE USE ONLY**

Policy Number	Date Approved	Date Last Amended	Status
YG 176-O	12/02/2026	03/02/2026	Approved

---

## 1. INJURY MANAGEMENT POLICY

### 2. INTRODUCTION

YMCA Geelong is committed to being an ethical organisation that provides a healthy, safe and supportive environment.

The purpose of this policy is to acknowledge YMCA Geelong's commitment to the effective management of work-related and athlete related injuries and further, to the provision of appropriate support and assistance.

The Injury Management Policy and the Injury Management Procedure is dependent upon a co-operative and proactive environment being created to enable successful outcomes for the injured employee, participants, athletes and volunteer YMCA Geelong.

### 3. POLICY

Y Geelong is committed to providing employees with support and assistance following a work related injury.

In support of its volunteers, YMCA Geelong also extends, where reasonable, its commitment to all persons acting on a voluntary basis performing related activities for YMCA Geelong.

And in respect to participants/ athletes the Y ensures that the wellbeing and safety are provided for.

In order to achieve its commitment, Y Geelong shall ensure that:

#### 3.1 Legislative Requirements

We are committed to meeting the standards of work health and safety required under the WHS Act and the Work Health and Safety Regulations (the WHS Regulations) on first aid in the workplace and effective ways to identify and manage risks.

YMCA Geelong Injury Management Policy V3 17.02.2026 (Approved)

Created: 30/04/2014

Reviewed: 07/07/2014, 03/06/2016, 14/07/2016, 30/07/2023 11/01/2023, 06/02/2024,03/02/2026

Approved: SLT 12/02/2026

Next Review: 12/02/2029

### **3.2 Reporting of Injuries**

Wherever possible, the Organisation aims to prevent any incident or injury from occurring at the Y. However, where an incident, injury or near miss hit/miss does occur, it is essential that proper records of these are kept. This ensures that appropriate records are available should the need arise, for example in support of a worker's compensation claim or athlete personal injury claim.

It will also assist the Y to identify and address any ongoing health and safety concerns or unsafe work practices.

### **3.3 The Y's responsibilities**

#### **Club responsibilities**

When a club affiliates with State Sporting Association a number of standards must be met which provide a safer environment for participants;

- Programs are planned catering for individual needs and allow participants to progress at their own pace.
- Ensure First Aid Assessment is completed in accordance with Code of Practice for First Aid in the workplace and appropriately placed First Aid Kits are in all facilities and locations.
- Ensure prompt and appropriate referral for patients who require further treatment
- Record all first aid treatment on the Incident Reporting System – Folio
- Notify management of maintenance of first aid facilities, including first aid equipment and checking and restocking first aid kit
- The provision of a service for emergency treatment of injury or illness within their competencies
- Provide training to our people
- Ensure Participants' medical histories are kept on file and known to relevant club personnel.
- Ensure a current First-Aider is on site and accessible at all times.
- Undertake equipment safety checks on a regular basis.
- Club safety rules are displayed and enforced.
- Warm-up areas are level, firm and free from obstruction.
- Matting in landing areas is non-slip, even and without gaps.
- Appropriate distance between apparatus is provided to cater for unintentional falls.
- All exposed wires and chains are covered.
- Consideration is given to ceiling height, floor surface, lighting and heating/ventilation.

- Provide a duty of care to the participants/employees ensuring that the health and wellbeing is at the centre of the decision making.

### **3.4 Participants Responsibilities**

To provide coaches with information prior to training that may affect performance such as illness, injuries, physical or mental health concerns or concerns.

Report to coaches any injuries that are sustained during training immediately

Be aware that many sporting activities may be fun but are best done with a coach in the gym and not at home.

Some examples include:

- Somersaults
- Bridging
- Deep knee bend activities
- Headstands
- Be appropriately attired; this includes fitted clothing, bare feet or gym shoes.
- Jewellery is not to be worn in the gym.
- Dress for the conditions; be aware of the gym's temperature and dress accordingly.
- Keep the club aware and up-to-date on current and relevant medical history.
- Take regular drink breaks to replenish the body's fuels before, during and after training.
- Be aware of changes in the environment e.g. mats shifting, different heights of flooring around gym, wires/chains stabilising equipment and other gymnasts in the area.

#### **Respect your coaches**

- Always listen carefully and act on your coach's instructions.
- Use equipment only when and how instructed by your coach.

### **3.5 Coach responsibilities**

Legal responsibilities

- Provide a safe environment.
- Adequately plan and supervise activities.
- Report any injury that occurs at the Y of the severity of the incident
- Evaluate athletes for injury and incapacity as modify training plans according
- Refer any injury concerns of the participants to Duty manager, Parent and or request Medical advice to assist in the management of the injury.
- Provide safe and proper equipment.

- Ensure they are aware of the inherent risks of the sport and apply controls to manage the risk of injuries ie: matting, spotting, padding, not push athletes to continue to training if injured.
- Closely supervise activities.
- Know first aid.
- Ensure clear, written rules for training and general conduct are followed.
- Keep adequate records.

The Y will provide and maintain a workplace register of injuries for employees and participants. Management must ensure the details of any injury/illness are recorded on our incident Management system- Folio.

Where a Employee/Participant is suffering an injury/illness at work and requires medical attention, management will arrange this. In emergency cases, an ambulance will be called to attend the location. If it is not an emergency, management will organise for the affected worker to be transported to a medical practitioner/centre as soon as possible, or for on-site first aid treatment to be rendered.

### **3.6 Employee / Volunteer responsibilities**

Where any workplace incident, injury/illness or near hit/miss occurs, you must notify management as soon as possible and complete the online **Incident Report Form**.

You are also responsible for entering the details of any minor workplace injury/illness that requires First Aid treatment.

For any workplace injury/illness, you are required to undergo medical treatment as necessary. Where the need for treatment is identified whilst at work, management will arrange this treatment. However, where your injury/illness worsens whilst away from the workplace, or over a period of time, you are required to seek medical attention at the earliest opportunity.

If you have suffered any workplace injury/illness that required medical treatment, you must provide a certificate from your treating doctor stating your fitness for duties upon your return to work- refer to YG106-O Code of Conduct- Clause 2.26.2 “Incident Reporting and Response The investigation of workplace incidents or accidents will include consideration of fitness for work issues.

Y management will provide a Fit for Work Form to an employee or volunteer who is deemed “Unfit for Work” and ensure it is completed by a medical practitioner before returning to a rostered shift.”.

### **3.5 First Aid**

YMCA Geelong Injury Management Policy V3 17.02.2026 (Approved)

Created: 30/04/2014

Reviewed: 07/07/2014, 03/06/2016, 14/07/2016, 30/07/2023 11/01/2023, 06/02/2024,03/02/2026

Approved: SLT 12/02/2026

Next Review: 12/02/2029

First aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

First aider is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

The Y requires all Advanced and higher coaching accreditation, senior staff and team leaders and Duty Managers, Shift Supervisors are required to complete their First Aid and only first aiders may administer first aid.

First aid kits are kept in a prominent, accessible location where they can be retrieved quickly. All workers have access to first aid equipment. Signs indicate the location of first aid kits. Ice packs are in freezers and require sign out on tracking form.

### **3.6 Injury Reporting**

There two requirements for reporting injuries;

1. Injuries sustained outside the Y that may impact the performance, training or participate in a program.  
This is required to ensure that modification to the activities can occur prior.
2. Injuries that occur at the Y during training, participation or activities.  
This ensures that the injury management process will commence as soon as possible and will consider the physical and psychological recovery.

### **3.7 Injured Employees**

Assistance is provided to employees to remain at work while they recover or return to work at their earliest opportunity and will, where possible, provide modified pre-injury employment or offer other suitable employment to an injured employee, or in the case of a volunteer, suitable alternative placement or tasks.

- Where an injured employee is unable to return to their pre-injury employment, YMCA Geelong, where possible, will consider offering alternative employment within the employee's ongoing medical restrictions. Any alternative employment will be offered in accordance with YMCA Geelong's operational requirements.
- Where appropriate, YMCA Geelong will support and promote the involvement of external occupational rehabilitation providers in the return to work process.
- Where an employee has sustained a personal injury, illness or disease, they must present prior to resuming employment, a medical certificate certifying them fit to undertake either pre-injury or modified pre-injury employment. Where they certify their capacity is to undertake modified pre-injury employment, YMCA Geelong may provide, in some instances

YMCA Geelong Injury Management Policy V3 17.02.2026 (Approved)

Created: 30/04/2014

Reviewed: 07/07/2014, 03/06/2016, 14/07/2016, 30/07/2023 11/01/2023, 06/02/2024,03/02/2026

Approved: SLT 12/02/2026

Next Review: 12/02/2029

and subject to operational requirements, support and assistance in returning the employee to work.

- Injury Management will be overseen by the Y's Return to Work Officer located in the People and Culture Team in accordance with Worksafe legislation and regulations.

**The following section relates specifically to the injury management of athletes/participants.**

### **3.8 Injury Prevention and Positive Sports Conduct**

The Y ensure that opportunities to disclose injuries or potential injuries concerns can be address with our people and promotes an open and honest communication pathway with the athletes well being at the centre of the decision making.

Injury prevention strategies are applied in the training plans and this includes but not limited to warm up, cool down and modification of the programs at any stage of the training as the coach determines.

Coaches may seek additional information from parents/ guardians or request a medical practitioner's advice be provided either via parents or treating practioners directly with the permission of the Parent/Guardian or Athlete over 18 years.

Should the advice from medical practioners not be available or forth coming the training program will be modified to ensure that the Y's Duty of care to reduce any risk of potential injury to the athlete occurs.

### **3.9 Significant Health Change / Medical Red Flags**

Where an athlete presents with unexplained significant weight loss or rapid body composition change, and/or a sudden decline in performance, fatigue, or pain during loading/impact activities, the Y will treat this as a medical red flag due to the potential increased risk of injury, including bone stress injury (stress reaction/fracture).

The athlete will be immediately modified or removed from high-risk training activities, and the parent/guardian (if applicable) will be advised that medical assessment is required.

The athlete will not return to full impact/loading training and/or competition until the Y has received medical advice and, where required, written medical clearance confirming safe participation and any restrictions.

The Y will exercise its duty of care to address the concerns with the athlete, then parent and seek medical consultation and written advice on the return to training /play.

### **3.10 Injury Management**

For the purposes of the management of **Head Injuries or Concussions** please refer to YG 167-O Head Injury and Concussion Policy

YMCA Geelong Injury Management Policy V3 17.02.2026 (Approved)

Created: 30/04/2014

Reviewed: 07/07/2014, 03/06/2016, 14/07/2016, 30/07/2023 11/01/2023, 06/02/2024,03/02/2026

Approved: SLT 12/02/2026

Next Review: 12/02/2029

### 3.11 Consent to share information (required before clinician contact)

Where the Y needs to obtain or discuss medical guidance with a treating practitioner, the athlete (or parent/guardian where applicable) must provide written consent before any clinician contact occurs. The Y will provide a Consent to Share Medical Information **Form** that clearly identifies the treating practitioner(s), specifies the type of information that may be shared (for example, injury details, functional restrictions, permitted activities and training plans), and includes an expiry date and an option for the athlete/parent/guardian to withdraw consent at any time. If consent is not provided, the Y may accept and act on updates supplied by the athlete/parent/guardian, or use proper judgement to modify the program to ensure no further harm can occur.

The Y must not contact the treating practitioner directly or seek clinical information from them.

**3.12 Collecting and aligning with treating practitioner advice (with consent)** Where written consent is provided, the Y Manager/Program Co-ordinator will seek **functional guidance** from the treating practitioner to support safe participation and recovery. This may include (where the athlete consents to disclose it) a diagnosis, or otherwise a functional description of the condition; clear restrictions and precautions (for example, no wrist extension loading or no impact landings); permitted activities and training components that can be completed safely; rehabilitation focus areas such as strength, mobility, proprioception and conditioning; recommended progression steps, review timeframes and triggers for re-assessment; and whether **written medical clearance** is required prior to full training and/or competition. Coaching decisions must **align with the clinician's advice** and remain within coaching scope; coaches must not reinterpret, override or extend medical guidance beyond what has been provided.

### 3.13 Individual Injury Management Plan (IIMP) and program modifications

Following an injury (or where medical guidance indicates restrictions), the Y will develop an Individual Injury Management Plan (IIMP) within 48–72 hours or by the next training session. The IIMP will document the injury summary (including date, mechanism and key symptoms), current status (pain level, swelling and functional limitations), and specific restrictions (including prohibited skills/apparatus and any load or impact limits). The plan will also outline a clear “green list” of permitted activities (such as conditioning, flexibility, shapes, basics and safe alternatives) and the required program modifications (for example, reduced volume or intensity, substituted drills, changes to surfaces or landing demands, and avoidance of restricted ranges such as end-range wrist extension). Monitoring measures, review dates,

YMCA Geelong Injury Management Policy V3 17.02.2026 (Approved)

Created: 30/04/2014

Reviewed: 07/07/2014, 03/06/2016, 14/07/2016, 30/07/2023 11/01/2023, 06/02/2024,03/02/2026

Approved: SLT 12/02/2026

Next Review: 12/02/2029

clearance requirements and return-to-competition conditions will be included. The IIMP must be agreed by the coach/program lead and athlete, and by the parent/guardian for minors, and any clinician guidance will be attached when available.

### **3.14 Monitoring and documentation (every session)**

All athletes training in a modified capacity must be monitored using a **Return-to-Training Log** completed each session. Coaches will record the athlete's pain rating before, during and after training (0–10), changes in swelling or stiffness, the skills and progressions attempted and the athlete's response, and key load indicators such as the number of landings/impacts, time on apparatus or other relevant training volume measures. Any flare-ups, setbacks or changes made to the session plan must also be documented, including the "step-back" actions taken to reduce risk. The Club will apply clear stop/step-back triggers (for example: pain increases above 3/10, next-day worsening, increased swelling, technique breakdown due to pain/fatigue, or compensatory movement patterns). Where triggers occur, the coach will reduce load, revert to an earlier stage of progression and, where appropriate, recommend re-assessment by the treating practitioner.

### **3.15 Staged Return-to-Training / Return-to-Sport (criteria-based)**

Return-to-training and return-to-sport will follow a **staged, criteria-based progression**, meaning athletes progress when they meet functional criteria rather than after a set number of days or weeks.

Typical stages include:

Stage 0 - (no training/medical management as directed),

Stage 1- (modified training focused on low-risk components such as conditioning, flexibility, shapes and non-impact basics),

Stage 2- (partial apparatus and controlled loading using regressions, soft surfaces and low volume),

Stage 3- (gradual increase in complexity and load with careful reintroduction of impact and landings and progressive volume),

Stage 4- (full training—skills and typical volumes as tolerated, prior to competition readiness), and

YMCA Geelong Injury Management Policy V3 17.02.2026 (Approved)

Created: 30/04/2014

Reviewed: 07/07/2014, 03/06/2016, 14/07/2016, 30/07/2023 11/01/2023, 06/02/2024,03/02/2026

Approved: SLT 12/02/2026

Next Review: 12/02/2029

Stage 5- (return to competition only when routines can be completed safely and all clearance requirements have been satisfied). Progression decisions must be documented and must remain consistent with clinician advice and the athlete's monitored response to load.

### **3.16 Medical clearance requirements**

The Y requires **written medical clearance** before an athlete returns to full training and/or competition where there is a higher-risk injury or ongoing concern. This includes suspected or confirmed concussion, fracture or dislocation, post-surgical return, symptoms that persist beyond **2–3 weeks** or worsen over time, recurrent injury or repeated injuries at the same site, or any situation where the Y has applied “medical review required” restrictions based on risk indicators.

Medical clearance should confirm whether the athlete is cleared for full training and/or competition and must outline any ongoing restrictions, precautions or load-management recommendations. The Y will not progress an athlete to unrestricted training or competition in these circumstances without the required clearance being provided and documented.

### **3.17 Personal Injury Claims**

Y Geelong is an affiliated club of several State Sporting Associations and therefore financial members of the Y's clubs will be required to be affiliated members of these bodies as part of their membership fees.

Affiliated Members will have access to the sporting bodies Personal Injury Insurance program and the Y will provide access to a member claim forms on request.

The Y is required to sign the claim form prior to the claim being submitted to the Insurer by the claimant. The Y will only sign claim applications if an incident report has been submitted by the athlete/participant/ parent/guardian or coach for the specified injury. No Report/No claims signing as we are unable to validate the injury.

## **4. SCOPE**

This applies to all YMCA Geelong Inc. and subsidiaries centres, programs and operations YMCA personnel, including management, employees and registered volunteers of YMCA Geelong.

## 5. DEFINITIONS

<b>Table of Definitions</b>	
<b>Athlete/ Participant</b>	A person who is a registered member of the YMCA Geelong Club or sport and has paid their membership fees and affiliations with state sporting body
<b>Alternative Employment/Alternative Workplace</b>	Employment that is different from the employee's usual pre-injury position, as detailed in their position description.
<b>Employee</b>	Any employee of the YMCA Geelong, being any person who holds a current contract of employment with the YMCA Geelong.
<b>Employment Obligation Period</b>	The duration of YMCA Geelong's obligation to provide suitable or pre-injury employment to an injured employee is for 52 weeks in accordance with the Accident Compensation Act 1985.
<b>Manager</b>	Any Manager who has the responsibility for the management of staff.
<b>Modified Duties</b>	Duties that an employee undertakes as part of their usual employment that have been modified or restricted to consider the employee's current medical condition, as detailed on a WorkSafe Certificate of Capacity.
<b>Occupational Rehabilitation</b>	Occupational Rehabilitation (OR) is a managed process where appropriate and timely OR services are delivered by approved OR providers to employees to assist them to return to work.
<b>Personal Illness or Injury</b>	An injury, illness or disease that is not related to employment.
<b>Personal Injury Claim</b>	Membership with fully paid for Membership with affiliated State Sporting Associations (Gymnastic Victoria, Netball Victoria, Basketball Victoria, Judo Victoria etc) will have access to claim personal injury claims against the affiliated bodies Personal injury insurance policy.
<b>Pre-Injury Duties</b>	Duties undertaken by an employee as per their position description i.e. the duties undertaken prior to a work-related injury occurring.
<b>Suitable Employment</b>	Suitable employment is work that is suited to the employee's medical condition, capacity for work, skills and experience.
<b>Treating practitioner</b>	Doctor-GP/physiotherapist/sports physician in the athlete's care.

YMCA Geelong Injury Management Policy V3 17.02.2026 (Approved)

Created: 30/04/2014

Reviewed: 07/07/2014, 03/06/2016, 14/07/2016, 30/07/2023 11/01/2023, 06/02/2024,03/02/2026

Approved: SLT 12/02/2026

Next Review: 12/02/2029

<b>Volunteer and Volunteer Claim</b>	A person who is acting on a voluntary basis under the authorisation of YMCA Geelong (irrespective of whether the person receives out-of-pocket expenses). Official volunteers of the Association must be a listed on the volunteer records management system at each site or operation and meets the YMCA policy and procedure requirements. Volunteers who have sustained an injury in the course of the performing their voluntary duties are entitled to make a claim under YMCA Geelong’s volunteer insurance policy. Each claim will be assessed at the time of lodgement.
<b>Work Related Injury</b>	Any injury arising out of or, in the course of employment and in some cases, where employment must be a significant contributing factor – as defined by the Accident Compensation Act 1985.
<b>WorkSafe Claim</b>	If an employee has a work-related injury or illness, they may be able to receive compensation from WorkSafe Victoria.
<b>WorkSafe Victoria</b>	WorkSafe Victoria is the manager of Victoria's workplace safety system.

## 6. ROLES AND RESPONSIBILITIES

<b>Department/Area</b>	<b>Role/Responsibility</b>
<b>OHS Department</b>	Review and implementation of this policy.
<b>Senior Leadership Team</b>	The Senior Leadership Team is responsible for: <ul style="list-style-type: none"> <li>• Development, management, monitoring and review of this policy and associated procedures;</li> </ul>
<b>Managers/Co-ordinator</b>	Managers/Co-ordinator are responsible for: <ul style="list-style-type: none"> <li>• Ensuring that employees and volunteers under their supervision understand and adhere to YMCA Geelong’s Injury Management policy and procedure</li> </ul>
<b>Injured employees \ volunteers and Athletes or participants</b>	Injured employees and volunteers are required to: <ul style="list-style-type: none"> <li>• Understand and work in accordance with YMCA Geelong’s Injury Management policy and procedure</li> </ul>

## 7. MONITORING, EVALUATION AND REVIEW

Adherence to this policy will be monitored through YMCA’s OHS Management System procedures including OHS Management Review Procedure.

Review of this policy will be undertaken in accordance with YMCA Geelong Policy Framework.

YMCA Geelong Injury Management Policy V3 17.02.2026 (Approved)

Created: 30/04/2014

Reviewed: 07/07/2014, 03/06/2016, 14/07/2016, 30/07/2023 11/01/2023, 06/02/2024,03/02/2026

Approved: SLT 12/02/2026

Next Review: 12/02/2029

The Policy will be reviewed on a three-yearly basis.

It is the responsibility of the Senior Leadership Team to review the policy and consult with their operational teams on the content.

## 8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

- Accident Compensation Act 1985
- YG 176-O (PR) Injury Management Procedure
- [Consent to Share Medial Information Form](#)
- [Return to Training Log](#)

## 9. ASSOCIATED DOCUMENTS

- Enterprise Agreement 2024
- YMCA Geelong's Return to Work Issue Resolution Procedure

Approved by: Chief Executive Officer

Meeting number and date: 12/02/2026

Effective date: 12/02/2026

Review date: 12/02/2029

Policy Owner: CEO

Contact Details policy owner: E: [geelong@ymca.org.au](mailto:geelong@ymca.org.au) T:03 52232714

Amendment history:

Version	Date	Author	Change Description
1	30/04/14	Shona Eland	Draft Policy
2	05/08/2015	Shona Eland	Reviewed and approved by SMT
3	03/02/2026	Shona Eland	Review of policy to include the addition of clause 3.1-3.17 Updated Clause 5- definitions included Athlete/Participant, Person Injury Claim, Clause 6 change SMT to SLT Clause 8 – Added Consent to Share Medical Information Form and Return to Training Log



**Shona Eland**  
**Chief Executive Officer**  
**17/02/2026**

YMCA Geelong Injury Management Policy V3 17.02.2026 (Approved)

Created: 30/04/2014

Reviewed: 07/07/2014, 03/06/2016, 14/07/2016, 30/07/2023 11/01/2023, 06/02/2024,03/02/2026

Approved: SLT 12/02/2026

Next Review: 12/02/2029