

## British Taekwondo Member Health & Safety Guidelines



### 02 - Membership Services/H&S/Insurance Interface

This document is intended to show the document flow process and responsibilities of each party in the management of BT Accident Report Forms and Head Injury Warning Notices.

#### Accident Reporting:

Action	Member/Instructor/Coach	M/Services (MS)	H&S Advisor (HSA)	Insurance (Howden)
1	Sends Accident Report (ARF) to MS	Receives ARF		
2	Receives acknowledgement of ARF	Acknowledges receipt of ARF and Logs ARF Report		
3		Copies ARF to HSA	Receives ARF and Reviews/Logs	
4		If a serious injury (Major fractures or any potential fault of Coach or Venue) Copies ARF to Howden	Supports MS in decision process. Carries out further investigation if required and adds to BT Trend Analysis	Receives ARF. Checks BT Membership. Reviews event. Howden send Insurance Claim Form directly to the Member
5	Receives insurance Claim Form			
6	Member submits Claim			Receives Members Claim
7		Receives advice of Claim from Howden		Advises MS of Claim
8		Sends Claim advise to HSA for reference	Receives advise of Claim	
9	Discussions with Howden directly		If requested by Howden reviews the Claim for BT Defence or Position and provides defence details to Insurance if needed	Defends or Accepts Claim
10				Pays Member if Claim is accepted and advises BT MS
11	Member claim Complete	Logs as finalised or open for BT Report	Logs ARF and Claims status. Reports to BT Board on Accident & Claims status	Claim case closed

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### Head Injury Reporting:

Action	Instructor/Coach	M/Services (MS)	H&S Advisor (HSA)	BT Referee Dept.
1	Sends Head Injury Warning Notice Part 1 (HIWN1) to MS within 24 Hours	Receives HIWN1		
2		Logs HIWN1		
3		Copies to HSA	Receives HIWN1	
4			Reviews and Logs HIWN1	
5	Sends Head Injury Warning Notice Part 2 (HIWN2) to MS after 48 Hour review showing agreed Suspension Period	Receives HIWN2		
6		Logs HIWN2		
7		Sends to HSA	Receives HIWN2	
8			Reviews Suspension Period as per BT H&S P&P	
9		Receives email confirmation from HSA	Emails MS that suspension dates are correct or otherwise	
10	Receives confirmation email of agreed suspension period	Emails Instructor/Coach to confirm Suspension dates. Copies to HSA	Receives confirmation email of agreed suspension	
11			Copies suspension details to BT Sport Referee Department	Receives and Logs notification of Athlete suspension and period
12		Monitors Event Audits for suspended athlete		Monitors Events for suspended athlete participation
13	Member Suspension period concludes	Member Suspension period concludes	Member Suspension period concludes	Member Suspension period concludes
14	Athlete returns to Play when period expires	Logs as finalised	Logs as finalised	Logs as finalised