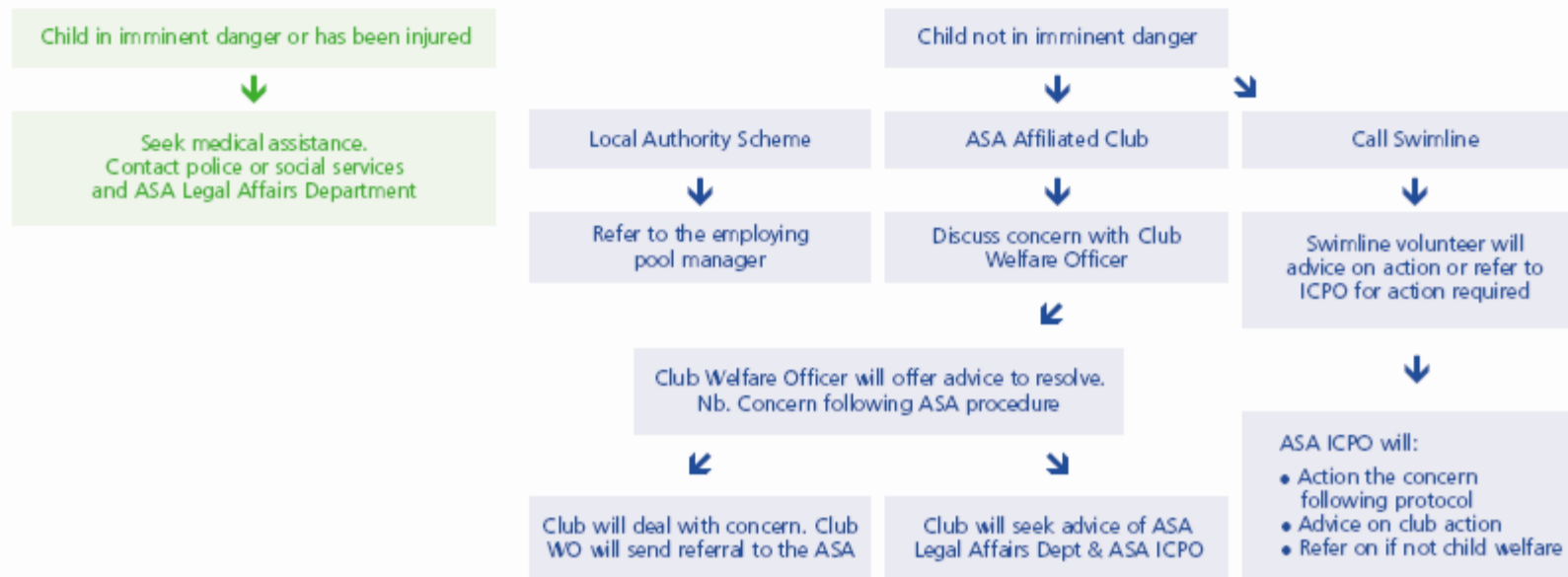


Procedure Flow Chart - REFERRAL



RECORD OF INCIDENT

1. All clubs should have an Incident Book where incidents, including those of a child welfare nature should be recorded. The book should be held by a nominated member of the club, and be kept in a secure and confidential manner. It should be available at all club sessions.
2. The club welfare officer or another officer of the club should complete the ASA referral form whenever a child welfare issue is raised and send it to the Legal Affairs Department of the ASA.