



**MOTORCYCLING NT**

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## MEMORANDUM

**To:** All Affiliated Clubs  
**From:** Cilla Thomas – Chief Executive Officer  
**Date:** Monday, 20th May 2024  
**Subject:** Medical and Incident Recording/Reporting

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As we continue to prioritise the safety and welfare of all participants, clubs and volunteers in all motorcycling activities, we provide the following information regarding the requirements for reporting of medical and incidents that occur at events.

### MEDICAL REPORT REQUIREMENTS

1. The only accepted medical reporting form is the approved MA injury report form. No other forms will be considered valid for insurance.
2. It is crucial to provide comprehensive information on the injury report form, particularly details related to the participant and event. This includes the class in which the participant is involved, their bike number, and the specific location of the event. Ensuring the accuracy and completeness of this information is essential for effective medical reporting.
3. Injury report forms are mandated for all instances in which first aid or medical personnel have administered medical intervention. This includes situations ranging from minor first aid to more significant medical treatment. Accurate and timely completion of these forms is imperative to ensure proper documentation and follow-up care for all individuals involved in the event.

### CRITICAL INCIDENT REQUIREMENTS

A critical incident is defined as follows:

- a participant is killed or is seriously injured; or
- a member of the public or other non-participant is injured or killed; or
- a safety barrier is breached, even though no members of the public may have been injured.

Before any event commences the MA appointed Steward should assign all responsibilities as per the MA Critical Response Procedures, for more information these can be located on Motorcycling Australia's website.

## REPORTING MEDICAL and INCIDENTS to RCB

When reporting any medical incidents or other incidents to RCB, it is important to follow the specific instructions outlined below:

1. Each medical report should be submitted as a separate document. However, if necessary, you can include multiple attachments in a single email.
2. All necessary forms should be combined into a single PDF document per injury. This PDF should include a fully completed incident report.
3. When naming the document, please use the following format:  
**participants name injury report\_licence #\_permit #\_date**

This naming convention helps ensure that the documents are organised and easily identifiable.

**Example:** John Doe Injury Report\_770770\_MX24C10621\_180223

## MEDICAL CLEARANCES

1. Clearances can only be completed by the Relevant Controlling Body (RCB) that issued the suspension or by another SCB in consultation with the RCB.
2. In the specific scenario where a rider arrives on the day of the event while under medical suspension, it is imperative to understand that regardless of whether they possess a copy of their medical clearance, they are not permitted to participate in the event.