



**MOUNTAIN BIKE AUSTRALIA**

Mountain Bike Australia Limited  
(MTBA Limited)  
ACN616 027 153

# Incident Communication Procedure

Distribution

MTBA Board

MTBA Chief Executive Officer

MTBA Staff

MTBA Course Presenters

MTBA Affiliated Clubs/ Private Promoters

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Authorised by the CEO 21 November 2018

Controlled document: MTBA\_PRO001/1

**Revision Control**

<b>Version</b>	<b>Date Created/ Reviewed</b>	<b>Prepared by</b>	<b>Date Authorised</b>	<b>Approved By</b>	<b>Content Reviewed/ Notes</b>
1.0	09 November 2018	Chief Operating Officer	21 November 2018	CEO	Procedure created.

### 1. Purpose

The purpose of this procedure is to outline the line of communication and actions to be implemented by Mountain Bike Australia (MTBA) Directors, staff, contractors and appointed officials in the event of a death, serious injury or incident at a MTBA delivered or sanctioned event, workshop, course, program or activity.

### 2. Definitions

A **serious injury** is defined as an accident that could result in the permanent impairment or loss of a body function of a rider, participant or patron (e.g. paraplegic or quadriplegic paralysis).

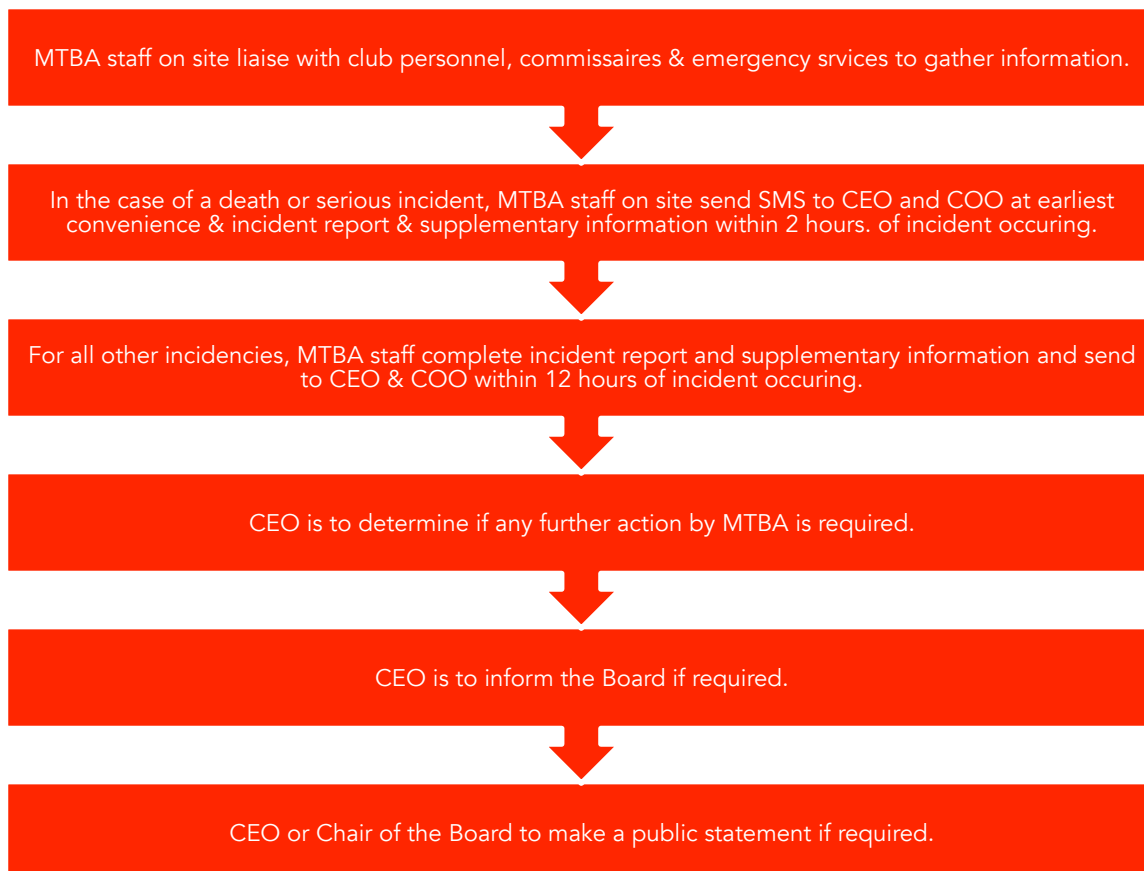
A **serious incident** is defined as an incident that may bring the sport into disrepute, or bring financial or reputational loss to MTBA and mountain biking (e.g. event cancellation/ postponement, construction of illegal trails, use of performance-enhancing drugs by elite athletes, serious misconduct by MTBA staff, contractor working on behalf of the organisation or an official).

A **sanctioned event, workshop, course or program** is defined as any activity delivered by an affiliate (club, private promoter) of MTBA.

### 3. Procedure

The following communication procedures are to be followed by all relevant personnel in the case of a death, serious injury or incident at either an event, workshop, course or program delivered and/or sanctioned by MTBA.

#### MTBA Directly Delivered Activity



**MTBA Sanctioned Activity (Not directly delivered by MTBA)**

Activity provider to follow their incident response/ communication procedure & provide a report to MTBA within 24 hours

In consultation with the activity provider, staff and the Board, the CEO is to determine if a public statement from MTBA is required

CEO at their discretion may seek additional information and/or initiate an investigation

No personnel other than the Chief Executive Officer (CEO) or Chair of the Board are to make a public comment/ statement on behalf of MTBA regarding any of the above circumstances unless authorised or instructed to do so by the CEO or Chair of the Board.

The CEO is responsible for informing relevant regulators if required/ relevant.

MTBA Board and staff must comply with the relevant code of conduct charter/policy and adhere to confidentiality at all times.

**4. Relevant Documents**

MTBA\_GOV001/2 MTBA Constitution  
MTBA\_GOV002/2 Board Charter  
MTBA\_GOV005/2 CEO Delegated Authorities Policy  
Incident Report Form  
Member Protection Policy  
Operational Risk Register

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