CRITICAL INCIDENT ETOOLKIT FOR MENTAL HEALTH AND WELLBEING

TEMPLATE

CRITICAL INCIDENT – DEATH AND/OR SERIOUS INJURY

COMMUNICATION TEMPLATE 3 – MEDIA

This is a guide only. Refer to the caveats for use in the [**Communication Templates Guide**](https://www.sportwest.com.au/true-sport/files/MenHealth_TemplateGuide/) document regarding case-by-case considerations for your club or organisation. Sporting organisations are not encouraged to seek media attention but may need to respond to enquiries. Edit and delete any information highlighted before sending.

Email Template

Thank you for your enquiry about the recent serious incident within our sports community.

After receiving permission from the Choose an item, or delete and add your own involved, we can confirm that Choose an item, or delete and add your own of our members, has regrettably Choose an item, or delete and add your own.

We extend our heartfelt condolences to the family, friends, teammates and everyone impacted at this very sad time. <Insert organisation/club name> are providing support to our community at this time including any mental health and wellbeing assistance required.

We request that the media respects the family and everyone involved at this time, and no further comment will be made.

As part of our Critical Incident Response Team, I am the designated contact for all media so please do not hesitate to reach out to me directly should you have any questions or concerns.

Kind regards,

<insert name here>

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