

RISK ASSESSMENT/ MANAGEMENT FORM

To be completed *before any* trials, competitions or gala days

SPORT: PRIMARY NETBALL GALA DAY

DATE: TUESDAY 23 JUNE, 2020 (Back-Up TUESDAY 30 June)

VENUE: BERKELEY OUTSIDE COURTS (See Map Below)

EVENT CONVENERS: Karen Gutierrez (St John's, Dapto)

PHONE CONTACT: The number for the Illawarra Sports Stadium is 4283 4139

PROPOSED NUMBERS:

Approximately 80 teams 10-12 players per team (approx. 800 – 960 Students)

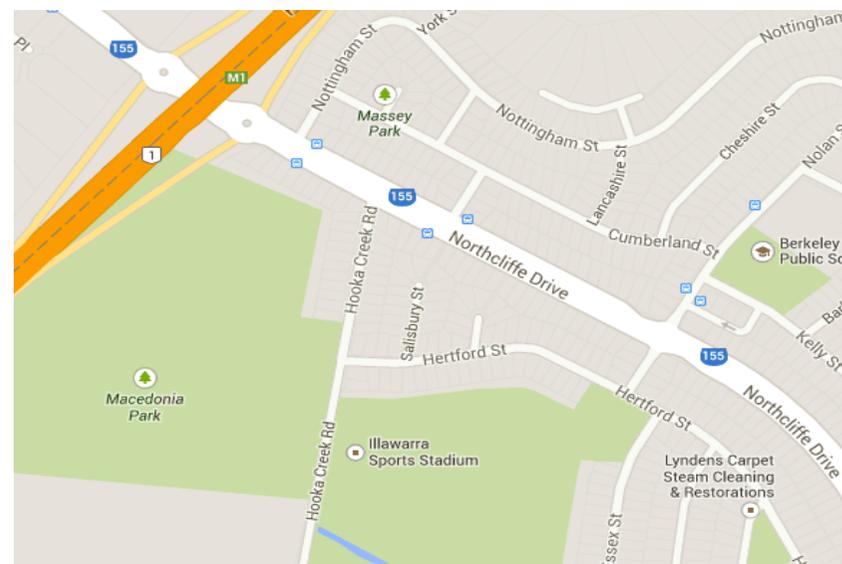
2 Conveners - one teacher/adult per team

Umpires to control games 1-2 first aid officers.

GENERAL INFORMATION/COMMENTS

Sports Coordinators have been asked to organise teams with adult/teacher supervision in each case. The adult/teacher will supervise students both on and off the court. The information, rules and requirements have been advertised and provided to schools online at the CEO sports website. Students should be appropriately prepared for the day, ensure they are fully fit, have required protective equipment and remain hydrated and protected from the sun throughout the day. Students should be actively supervised at all times.

VENUE MAP: 



FACILITY	ITEM/CONDITION	MANAGEMENT/ COMMENT	COMPLETED
PLAYING SURFACE – Outside netball courts	Courts are maintained by the Illawarra Netball and Wollongong City Council	To be inspected at start of the day by convener during carnival set up and any issues reported to venue management.	
SPORT STRUCTURES – posts etc.	Rings, pad posts and hooter are maintained by Illawarra Netball	To be inspected at start of the day by convener	
EMERGENCY FACILITIES E.G. FIRST AID, ICE, PHONE – provision, availability	A qualified first aid attendant to be in attendance at the venue with related medical supplies and ice.	Team managers to be informed of where the first aid attendant is located	
AMENITIES – TOILETS, CANTEEN ETC Access and set up prior to arrival of students	Illawarra Netball and Wollongong City Council maintained facilities Toilets checked for cleanliness, toilet paper, lighting etc: TAPS – access for hydration etc.	Illawarra Sports Stadium/Illawarra Netball are to be contacted about event in order for facilities to be cleaned, checked and prepared.	
SUPERVISION	Of students and teams and monitoring of parents	Team managers are to ensure students are supervised when both on and off the court. Teachers should also monitor parent behaviour and ensure appropriate behaviour at all times. Please refer to code of conduct and gala day philosophy.	
GATES / FENCES – access to grounds by players & families, spectators	Access to stadium via Hooka Creek Road. Car parking is available in car park adjacent to the Basketball stadium and court areas.	Team managers and adult supervisors to monitor safety of students during any movement near to parked car area	
SHADE COVER – availability and access	To be supplied by teams. Any tents, canopies are to be well secured with pegs and weights to avoid movement in windy conditions.	Team managers and adult supervisors to ensure tents are properly secured.	
WEATHER CONDITIONS	To be assessed and monitored in the lead up and on the day.	Conveners to check on court conditions and weather forecasts in conjunction with Executive Officer Other weather factors to be considered will be extreme heat conditions and smoke haze.	
RUBBISH	There should be adequate bins to cater for	Venue to contacted to ensure there are enough bins.	

	the student, parent and staff numbers	Team managers to ensure no rubbish is left around the court areas post game. If required, the convener will supply team managers with a garbage bag to collect school rubbish. Areas around team home base should be left clean post event.	
DET SPORT AND PHYSICAL ACTIVITY SAFE CONDUCT GUIDELINES http://www.sports.det.nsw.edu.au	Guidelines provided by the Department of Education are the bench mark for the conduct of school sport and physical activity and the convener and all participants should be familiar with these.	Schools to be advised to ensure players and teams are properly prepared for the event. Schools should also follow supervision guidelines and safety tips as provided in the sports specific information under the heading of NETBALL .	
CONCUSSION & PRE-EXISTING INJURIES	Parents/players are required to notify their school, and team manager/s, coach or trial organiser should their child or player be carrying a pre-existing injury leading into an event including concussion. In the event of concussion, a student must have medical clearance before participating in any physical activity. A student who has suffered a concussion injury may not return to contact/collision activities less than 14 days from the resolution of all. For further information refer to the Australian Medical Association at link https://ama.com.au/position-statement/concussion-in-sport-2019		
PLAYING EQUIPMENT – provided by Team Manager, provided by players, hired	All players to wear full school PE uniform including a bib. NO JEWELLERY is to be worn. The blood bin rule will apply and therefore any child who is bleeding will need to leave the field to be treated. Schools are advised to have their own band-aids/first aid on hand in case of minor injuries. The first aid officer		

	should be used if the injury is of a more serious nature.		
SECONDARY STUDENT ASSISTANTS/ UMPIRES	<p>Where secondary students from local catholic schools are sourced to assist with the running of the event the following protocols should be observed:</p> <p>Students/parents are to complete the consent form issued by their sports coordinators that was supplied with all event information.</p> <p>An arrival at the venue the students should meet the convener or allocated teacher to have their name marked off.</p> <p>The convener or allocated teacher will send this role or notify any missing students to the relevant secondary school</p> <p>Students will be given instructions on their role, the courts they will be allocated to and who to see if they have any questions. They will be showed where to be when they are not involved with refereeing games.</p> <p>Students will be marked off at the end of the day and will stay with the convener until they are collected from the venue.</p>	<p>Supervision of secondary students will be in the first instance the responsibility of the event convener. In the second instance this role might be given to an allocated teacher at the event.</p> <p>The convener (or allocated teacher) will need to ensure roles are marked and sent back to the secondary school/s involved.</p> <p>They will need to monitor students and ensure they are behaving appropriately and if they have any questions or need any assistance.</p> <p>*The use of secondary students at primary is a mutually beneficial operation. It provides the students with a leadership role, it helps in many cases fulfil curriculum requirements in PE elective courses such as PASS, SLR or coaching courses. It may also contribute to community involvement and part of Citizen and Civics school based courses.</p> <p>The relationship also promotes our secondary schools to our local primary school students and parents who respect and appreciate the time given by the secondary students and look favourably on our schools as strong options to send their current primary siblings.</p>	
OTHER	<p>All players are to be supervised by teachers and responsible parents. Teachers, umpires and parents should ensure students are prepared for games and monitor any dangerous or risky behaviour both on and off the court.</p> <p>Students should seek teacher permission if going to the car park.</p>		

This event is facilitated on behalf of the Wollongong Diocesan Sports Council