DIOCESE OF WOLLONGONG
SPORTS COUNCIL

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RISK ASSESSMENT/ MANAGEMENT FORM

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

SPORT: **PRIMARY WEST REGION BASKETBALL GALA DAY**

DATE: **THURSDAY 17 AND FRIDAY 18 SEPTEMBER, 2020**

VENUE: **MINTO BASKETBALL STADIUM (See Map Below)**

EVENT CONVENER: **JILL CRESCINI (ST JOHN'S, CAMPBELLTOWN)**

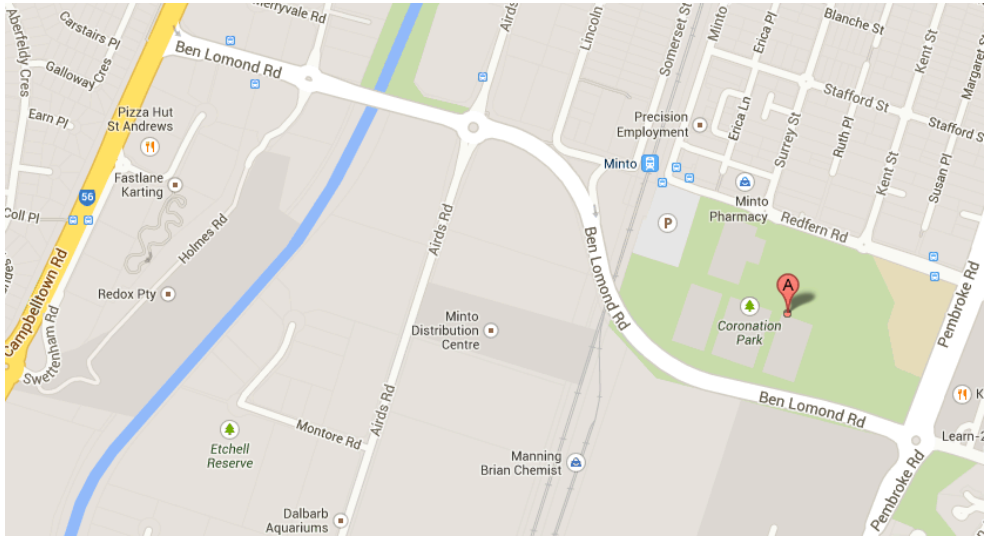
MOBILE CONTACT: The number for the Minto Basketball Stadium is 02 9820 1377

PROPOSED NUMBERS:
Approx 280 - 300 participating students (max) - based on 28-30 teams competing on each day, maximum of 10 players per team.
28-30 Supervisors - based on one adult supervisor or teacher per team
20 Student/School based Referees – Provided by local Secondary Schools

GENERAL INFORMATION/COMMENTS

Team managers are asked to read tournament rules and draw prior to attending the day. This will be provided to school sport coordinators via email. All rules and regulations are provided to schools and are online at the CEO sports website. Schools are reminded to have students appropriately prepared for the day, ensure they are fully fit and remain hydrated throughout the day.

VENUE MAP:



FACILITY	ITEM/CONDITION	MANAGEMENT/ COMMENT	COMPLETED
PLAYING SURFACE – Wooden Basketball courts	Courts are maintained by the Minto/Campbelltown Basketball Association.	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, posts, scoreboards and scorebenches are maintained by the Minto/Campbelltown Basketball Association.	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	Minto/Campbelltown Basketball Association maintained facilities Toilets checked for cleanliness, toilet paper, lighting etc: TAPS – access for hydration etc.	Minto/Campbelltown Basketball Association 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 Redfern Road. Car parking is available in car park adjacent to the Basketball stadium.	Team managers and adult supervisors to monitor safety of students during any movement near to parked car area	
SHADE COVER – availability and access	N/A	N/A	
WEATHER CONDITIONS	N/A	Check on court conditions and potential leaking roof or condensation on courts prior to the start of the first game. Other weather factors to be	

		considered will be extreme heat conditions and smoke haze.	
RUBBISH	There should be adequate bins to cater for the student, parent and staff numbers	Venue to contacted to ensure there are enough bins. Team managers to ensure no rubbish is left on the bench areas post game. If required, the convener will supply team managers with a garbage bag to collect school rubbish.	
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 ***BASKETBALL.***	
CONCUSSION & PRE-EXISTING INJURIES	Parents/athletes 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**		
SECONDARY STUDENT HELPERS	Where secondary students from local catholic schools are sourced to assist with the running of the event the following protocols should be observed: Students/parents are to complete the consent form issued by their sports coordinators that was supplied with all event information.	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. The convener (or allocated teacher) will need to ensure roles are marked and sent back to the secondary school/s involved.	

	On arrival at the venue the students should meet the convener or allocated teacher to have their name marked off. The convener or allocated teacher will send this role or notify any missing students to the relevant secondary school Students will be given instructions on their role, the field or 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. Students will be marked off at the end of the day and will stay with the convener until they are collected from the venue.	They will need to monitor students and ensure they are behaving appropriately and if they have any questions or need any assistance. *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. 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.	
PLAYING EQUIPMENT – provided by Team Manager, provided by players, hired	All players to wear full school PE uniform including a numbered singlet. 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.		
OTHER	All teams are to be supervised by teachers and responsible parents. Teachers should ensure students are prepared for games and monitor any dangerous or risky behaviour both on and off the court. Students should seek teacher permission if going to the car park.		

This gala day is facilitated by sport conveners on behalf of the Wollongong Diocesan Sports Council