

# DIOCESE OF WOLLONGONG SPORTS COUNCIL

## RISK ASSESSMENT/ MANAGEMENT FORM

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

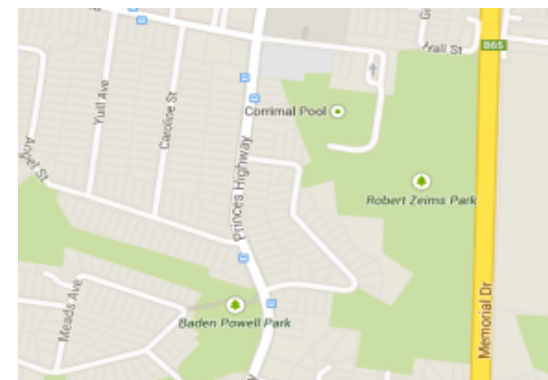
<b>EVENT</b>	<b>SPORT</b>	Secondary Swimming Championships	<b>SELECTION TRIAL</b>	
	<b>VENUE</b>	Corrimal Swimming Pool, Short Street, Corrimal (See map below)	<b>KNOCKOUT</b>	
	<b>DATE</b>	Friday 10 March 2023	<b>GALA DAY/CHAMPIONSHIP</b>	
	<b>TIME</b>	8.00am – 3.00pm (approx)	<b>CARNIVAL</b>	<input checked="" type="checkbox"/>

<b>CONVENER AND EVENT DETAILS</b>	<b>CONVENER</b>	Kath Preece (CEDoW) Email - <a href="mailto:collinsk01@dow.catholic.edu.au">collinsk01@dow.catholic.edu.au</a>
	<b>MOBILE CONTACT</b>	The number for the aquatic centre is 4284 9135. Mobile contacts - 0409 668 762 or 0417 065 446
	<b>PROPOSED NUMBERS</b>	350 - 400 (approx.) participating students nominated by 11 secondary schools 1 team manager per school team = 11, 1 Convener, 8-10 key official's, 15-20 officials

### GENERAL INFORMATION/COMMENTS

Schools will send a school-based team selected from their school carnival or selections. All swimmers are quite strong and capable of swimming required distances so they are not at risk compared to weak or non-swimmers. The CEO provides full information to schools about the carnival including safe behaviour outside of the competition area, sun protection and hydration. Details are on the CEO sports website. Students are not allowed to swim in the small pools at the facility. Schools should use existing shade structures or provide additional shelter and ensure students are actively supervised at all times.

### VENUE MAP:



FACILITY	ITEM/CONDITION	MANAGEMENT/ COMMENT	No
<b>POOL AND SURROUNDS –</b>	Pool and surrounding spectator areas are maintained by the Corrimal pool staff and Wollongong City Council.	To be inspected at the start of the day by a convener during carnival set up and any issues reported to pool management.	
<b>SPORT STRUCTURES –</b>	Pool starting blocks to be installed, lane ropes secured and external pool equipment set up	To be inspected at the start of the day by convener and any issues reported to pool management.	
<b>EMERGENCY FACILITIES E.G. FIRST AID, ICE, PHONE – provision, availability</b>	A qualified first aid attendant through pool staff will be present at the venue at all times with related medical supplies.	Team managers to be informed of where the first aid attendant is located	
<b>AMENITIES – TOILETS, CANTEEN ETC. Access and set up prior to arrival of students</b>	Corrimal pool staff and Wollongong City Council pool maintained facilities Toilets checked for cleanliness, toilet paper, lighting etc: There is good access to change rooms, toilets, showers etc. The Canteen will be in operation	Corrimal pool staff and Wollongong City Council are to be contacted about the event in order for facilities to be cleaned, checked and prepared.	
<b>SUPERVISION</b>	Of students and teams and monitoring parent behaviour	Team managers are to ensure students are supervised when both on and off the field. Teachers should also monitor parent behaviour and ensure appropriate behaviour at all times. Please refer to the code of conduct for guidelines around this area.	
<b>GATES / FENCES – access to grounds by players &amp; families,</b>	Access to the pool is via Short Street. Car parking is available in car parks adjacent to the pool entrance area.	Team managers, parents and adult supervisors to monitor safety of students during any movement from the car to the pool area	

spectators			
<b>SHADE COVER – availability and access</b>	There is shade cover on the eastern side of the pool that teams can utilise but schools are also encouraged to bring their own shade structures.	Any shade structures should be secured with appropriate pegs and ropes to avoid movement during the day	
<b>WEATHER CONDITIONS</b>	To be monitored in the lead up to the event	Normal CEO wet weather procedures will be in place – SMS to sports coordinators, a message placed on the CEO Twitter site, radio stations contacted. Diocesan sport wet weather procedures will be incorporated if	

		required. Other weather factors to be considered will be extreme heat conditions and smoke haze and air quality.	
<b>RUBBISH</b>	There will be adequate bins to cater for student, parent and staff numbers	Team managers to ensure no rubbish is left in their team areas. If required, the convener will supply team managers with a garbage bag to collect school rubbish.	
<b>DET SPORT AND PHYSICAL ACTIVITY SAFE CONDUCT GUIDELINES</b> <a href="http://www.sports.det.nsw.edu.au">http://www.sports.det.nsw.edu.au</a>	Guidelines provided by the Department of Education are the benchmark for the conduct of school sport and physical activity and the convener and all participants should be familiar with these. New Safe Water Entry for Competitions-Competitive Dive Starts <a href="https://app.education.nsw.gov.au/sport/page/1116?returnpageid=1114">https://app.education.nsw.gov.au/sport/page/1116?returnpageid=1114</a>	Schools are advised to ensure swimmers 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 <b>SWIMMING AND WATER SAFETY.</b>	

<b>CONCUSSION &amp; PRE EXISTING INJURIES</b>	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 <a href="https://ama.com.au/position-statement/concussion-in-sport-2019">https://ama.com.au/position-statement/concussion-in-sport-2019</a>		
<b>CODE OF CONDUCT AND SAFE &amp; READY TO PLAY</b>	<p>There is a code of conduct expectation for players, parents/carers, teachers, conveners, spectators &amp; officials.</p> <p>Coaches and team managers, as part of the role with students should encourage a good warm up and preparation for the event to reduce injury risk</p>	<p>The Code of Conduct (<a href="https://drive.google.com/drive/folders/1QBUSufaR8Zz_q38sfqaTWUlvzkS_NT8-A">https://drive.google.com/drive/folders/1QBUSufaR8Zz_q38sfqaTWUlvzkS_NT8-A</a>) will be supplied to all team managers at the start of the day</p> <p>Safe and Ready to play tips are available at <a href="https://drive.google.com/drive/folders/14LhJnnki3B_qf_jv34YkPtP1v_LTYT7-U">https://drive.google.com/drive/folders/14LhJnnki3B_qf_jv34YkPtP1v_LTYT7-U</a></p> <p>These will be supplied to all schools</p>	

<p><b>SECONDARY STUDENT ASSISTANTS</b></p>	<p>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. 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</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. The convener (or allocated teacher) will need to ensure roles are marked and sent back to the secondary school/s involved. 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</p>	
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	<p>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.</p>	<p>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</p>	
<p><b>EQUIPMENT</b> – provided by Team Manager, provided by swimmers,</p>	<p>All swimmers wear appropriate swimwear within the rules. Schools are advised to have their own band-aids/first aid on hand in case of minor injuries. First aid at the venue should be used if</p>		

	the injury is of a more serious nature.		
<b>OTHER</b>	All swimmers are to be supervised by teachers and responsible parents. Teachers and parents should ensure students are prepared for their events and monitor any dangerous or risky behaviour out of the competition area. Students should not leave the venue unless their teacher has given permission.		

<b>Completed by</b>		<b>Date</b>	
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*This event is facilitated by the Wollongong Diocesan Sports Council*

