

DIOCESE OF WOLLONGONG SPORTS COUNCIL

RISK ASSESSMENT/ MANAGEMENT FORM

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

EVENT	SPORT	Secondary Tennis Teams Championships	TEAM SELECTION TRIAL	✓
	VENUE	Beaton Park Tennis Courts (See Map below)	KNOCKOUT	
	DATE	Wednesday 8 February 2023 (B/Up Monday 13 Feb)	GALA DAY/CHAMPIONSHIP DAY	✓
	TIME	8.15am – 3.00pm	CARNIVAL	

CONVENER AND EVENT DETAILS	CONVENER	Jodie Andruschko (Magdalene Catholic College) Email - andruschkoj01@dow.catholic.edu.au
	CONTACT	4229 9227 (Beaton Park, Tennis Club) also mobile 0409 668 762
	PROPOSED NUMBERS	40 - 48 students combined for both the boys and girls 1 teacher convener, 1 team manager per team of 8 students, some parent supervision

GENERAL INFORMATION/COMMENTS

A teacher will convene the trial and draws will be distributed to schools prior to the event. Details will be provided on the CEDoW sports web (<https://www.dow.catholic.edu.au/sport/events-secondary/>) Students are to ensure they have appropriate playing gear, sun protection, water bottle, personal strapping and any required medication. Generally, this team event is for experienced players who regularly participate in the sport.

VENUE MAP:



FACILITY	ITEM/CONDITION	MANAGEMENT/ COMMENT	COMPLETED
PLAYING SURFACE -- Hard and synthetic grass courts	Courts are maintained by the Beaton Park Tennis Association.	To be inspected at the start of the day by the convener during carnival set up and any issues reported to venue management.	<input type="checkbox"/>
SPORT STRUCTURES --	Nets, gates, fences and umpire chairs maintained by the Beaton Park Tennis Association.	To be inspected at start of the day by convener	<input type="checkbox"/>
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.	Students and parents to be informed of where the first aid attendant is located	<input type="checkbox"/>
AMENITIES -- TOILETS, CANTEEN ETC. Access and set up prior to arrival of students	Beaton Park Tennis club-maintained facilities TAPS -- access for hydration etc.	Beaton Park Tennis are to be contacted about events in order for facilities to be cleaned, checked and prepared.	<input type="checkbox"/>
SUPERVISION	Of students and teams and monitoring parent behaviour	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 for guidelines around this area.	<input type="checkbox"/>
GATES / FENCES -- access to grounds by players & families, spectators	Access to the stadium via Foleys Road. Car parking is available in car park adjacent to the Tennis Courts	Parents and any other adult supervisors to monitor safety of students during any movement near to parked car area	<input type="checkbox"/>

SHADE COVER – availability and access	Shade cover via trees and pergolas near courts are available for spectators and for students who are not on court at the time	N/A	<input type="checkbox"/>
WEATHER CONDITIONS	To be evaluated in the lead up and on the day	Check on court conditions if it has been raining and dry courts where appropriate. Convener to discuss any concerning conditions with CEO sports council Executive Officer. Diocesan sport wet weather procedures will be incorporated if required. Other weather factors to be considered will be extreme heat conditions and smoke	<input type="checkbox"/>

		haze and air quality.	
RUBBISH	There should be adequate bins to cater for the student, parent and staff numbers	Teacher convener and parents are to ensure no rubbish is left in the court area post game or in spectator areas.	<input type="checkbox"/>
DET SPORT AND PHYSICAL ACTIVITY SAFE CONDUCT GUIDELINES http://www.sports.det.nsw.edu.au	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.	Schools are encouraged to send only players who participate regularly in the sport. Event conveners should also follow supervision guidelines and safety tips as provided in the sports specific information under the heading of TENNIS .	<input type="checkbox"/>

<p>COVID-19 SAFETY PLAN CONSIDERATIONS</p>	<p>The event will be assessed for any level of COVID 19 protection and safety considerations. Some simple measures all staff and students engaging in sports and physical activities can be viewed at safe health practice guidelines. These measures can be adopted to reduce the spread of infection and illness to maintain a healthy environment.</p> <p>Convener COVID Training Option https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</p>	<p>Venue to be supplied with adequate hygiene materials, and appropriate signage. Communication to all participants and parents about physical distancing, washing hands etc.</p> <p>If required a full COVID safety plan will be developed to outline strategies to keep participants, spectators and officials safe.</p> <p>A COVID Safety Officer if required will manage the venue with a range of responsibilities as outlined on this link - CEDoW COVID Safety Officer Responsibilities</p> <p>*Refer to specific protocols for this event below</p>	<p><input type="checkbox"/></p>
<p>CONCUSSION & PRE EXISTING INJURIES</p>	<p>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</p>		<p><input type="checkbox"/></p>

	<p>link https://ama.com.au/position-statement/concussion-in-sport-2019</p>		
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<p>CODE OF CONDUCT AND SAFE & READY TO PLAY</p>	<p>There is a code of conduct expectation for players, parents/carers, teachers, conveners, spectators & 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 (https://drive.google.com/drive/folders/1QBUSufaR8Zzq38sfqaTWUlvzks_NT8-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 https://drive.google.com/drive/folders/14LhJnnki3B_qfv34YkPtP1v_LTYT7-U</p> <p>These will be supplied to all schools</p>	<p><input type="checkbox"/></p>
<p>SECONDARY STUDENT REFEREES AND UMPIRES</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:</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 field or courts they will be allocated to and who to see if they have any questions. They will be shown 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 fulfill curriculum requirements in PE elective courses such as PASS, SLR or coaching courses. It may also contribute to community involvement and be 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 favorably on our schools as strong options to send their current primary siblings</p>	<p><input type="checkbox"/></p>

PLAYING EQUIPMENT – provided by Team Manager, provided by players, hired	All players to wear full school PE uniform or tennis uniform. 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. The first aid officer should be used if the injury is of a more serious nature.		<input type="checkbox"/>
OTHER	All students are to be supervised by teacher convener and responsible parents. Teacher to monitor any dangerous or risky behaviour both on and off the court. Students should be accompanied by parents or a adult carer if going to the car park.		<input type="checkbox"/>

Completed by		Date	
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This championship/selection trial is facilitated by the Wollongong Diocesan Sports Council

