

DIOCESE OF WOLLONGONG SPORTS COUNCIL

RISK ASSESSMENT/ MANAGEMENT FORM

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

EVENT	SPORT	Secondary Boys Touch Championships	SELECTION TRIAL	✓
	VENUE	Thomas Dalton Park, Fairy Meadow (See Map below)	KNOCKOUT	
	DATE	Thursday 9 March 2023 (B/Up Mon 13 March)	GALA DAY/CHAMPIONSHIP DAY	✓
	TIME	8.15am – 3.00pm	CARNIVAL	

CONVENER AND EVENT DETAILS	CONVENER	Kath Preece (CEO, Wollongong) Email - collinsk01@dow.catholic.edu.au		
	MOBILE CONTACT	0417 065 446		
	PROPOSED NUMBERS	324 participating students (max) – based on 27, maximum of 12 players per team. 15-25 Supervisors – based on one adult supervisor or teacher per team, 1 convener overseeing carnival and 2 selection coordinators School based referees – Each school is responsible for providing referee for each team		

GENERAL INFORMATION/COMMENTS

Team managers are asked to meet with the carnival convener at the start of the day to discuss the organisation of the day and to go over safety issues, the role of the team manager, referees and supporting team adults in ensuring the safety of all students. 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.

VENUE MAP:



FACILITY	ITEM/CONDITION	MANAGEMENT/ COMMENT	COMPLETED
PLAYING SURFACE – Grass Fields	Fields are maintained by Wollongong City Council and Wollongong Touch.	To be inspected at the start of the day by convener and team managers prior to games.	<input type="checkbox"/>
SPORT STRUCTURES –	Fields only and toilet block. Maintained Wollongong City Council and Wollongong Touch.	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.	Team managers 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	Wollongong City Council and Wollongong Touch maintained facilities Toilets checked for cleanliness, toilet paper, lighting etc: TAPS – access for hydration etc. Students and team managers will be instructed to stay away from any fenced off areas if facility upgrade is occurring.	Wollongong City Council and Wollongong Touch 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 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.	<input type="checkbox"/>
GATES / FENCES – access to grounds by players & families,	Access to fields via Elliotts Road and Cater Lane. Car parking is available in car park adjacent to fields off Caters Lane and surf club area via Elliotts road	Team managers and adult supervisors to monitor safety of students during any movement near to parked car area	<input type="checkbox"/>

spectators			
SHADE COVER – availability and access	Teams advised to bring appropriate shade structures due to limited cover available at venue. Sun Safety guidelines such as sun screen, hats, hydration etc. to be encouraged prior to and on the day	Schools to be reminded about this during team managers meeting at the start of the day.	<input type="checkbox"/>

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	Tents, if used, should be secured with appropriate pegs to avoid movement due to wind		
WEATHER CONDITIONS	To be evaluated in the lead up and on day. Surface is in generally good condition	Convener to discuss any concerning conditions with the 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 haze and air quality.	<input type="checkbox"/>
RUBBISH	There should be adequate bins to cater for the student, parent and staff numbers. These are provided by Wollongong City Council staff at the start of the day.	Venue to contact to ensure there are enough bins. Team managers to ensure no rubbish is left in the dugouts post game. If required, the convener will supply team managers with a garbage bag to collect school rubbish.	<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 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 TOUCH .	<input type="checkbox"/>

<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 link https://ama.com.au/position statement/concussion-in-sport-2019</p>		<input type="checkbox"/>
<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/1QBUS ufa R8Zzq38sfqaTWUlvzks_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/14LhJnn ki3 B_qfjv34YkPtP1v_LTYT7-U</p> <p>These will be supplied to all schools</p>	<input type="checkbox"/>

<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: Students/parents are to complete the consent form issued by their sports coordinators that was supplied with all event information. An 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</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</p>	<p style="text-align: center;"><input type="checkbox"/></p>
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	<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. 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>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. 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>	
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<p>PLAYING EQUIPMENT – provided by Team Manager, provided by players, hired</p>	<p>All players wear full school PE uniform including shin pads. 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.</p>		<input type="checkbox"/>
<p>OTHER</p>	<p>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 field. Students should seek teacher permission if going to the canteen, toilet or car park.</p>		<input type="checkbox"/>

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