

# DIOCESE OF WOLLONGONG SPORTS COUNCIL

## RISK ASSESSMENT/ MANAGEMENT FORM

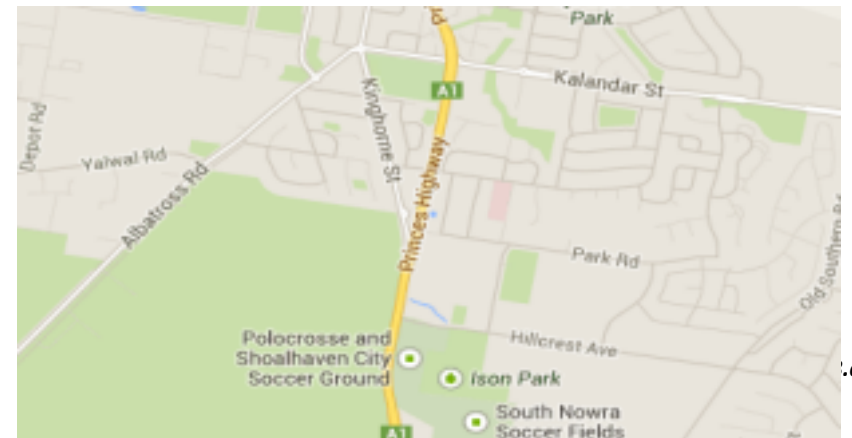
*To be completed **before any** trials, competitions or gala days*

<b>EVENT</b>	<b>SPORT</b>	Secondary Girls Football – 13's and Year 7-9 Pathway	<b>SELECTION TRIAL</b>	
	<b>VENUE</b>	Ison Park, Nowra (See Map Below)	<b>KNOCKOUT</b>	
	<b>DATE</b>	Friday 31 March 2023 (B/Up Wednesday 5 April, 2023)	<b>GALA DAY/CHAMPIONSHIP DAY</b>	<input checked="" type="checkbox"/>
	<b>TIME</b>	8.15am – 2.30pm	<b>CARNIVAL</b>	

<b>CONVENER AND EVENT DETAILS</b>	<b>CONVENER</b>	Craig Holden (St John's, Nowra) Email - <a href="mailto:holdenc01@dow.catholic.edu.au">holdenc01@dow.catholic.edu.au</a>
	<b>MOBILE CONTACT</b>	St John's, Nowra School – 4423 1666
	<b>PROPOSED NUMBERS</b>	280 participating students (max) - based on 10 schools nominating with a total of 20 teams, maximum of 14 players per team. 15-25 Supervisors - based on one adult supervisor per team Schools are to provide 1 Referee and a linesman for each game played 8 External referees

### GENERAL INFORMATION/COMMENTS

A team managers meeting will be held at the start of the day to discuss the organisation of the day and to go over safety issues and the role of the team manager and supporting team adults in ensuring the safety of all students. The coach/supervisor of the team



should monitor player safety and remove any player at risk from the field of play. All rules, draws, school responsibilities and safety considerations are on the sports web for schools to view prior to attendance.

FACILITY	ITEM/CONDITION	MANAGEMENT/ COMMENT	COMPLETED
<b>PLAYING SURFACE –</b> Grass Fields	Fields are maintained by Shoalhaven City Council and Local Soccer Club	To be inspected at the start of the day by convener, referees and team managers for any hazards. If any, these will be resolved directly.	<input type="checkbox"/>
<b>SPORT STRUCTURES –</b>	Posts. Maintained by Shoalhaven City Council and Local Soccer Club	To be inspected at start of the day by convener	<input type="checkbox"/>
<b>EMERGENCY FACILITIES</b> 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 officer is located	<input type="checkbox"/>
<b>AMENITIES –</b> <b>TOILETS, CANTEEN</b> <b>ETC.</b> Access and set up prior to arrival of students	Council and Soccer Club maintained facilities Toilets checked for cleanliness, toilet paper, lighting etc: TAPS – access for hydration etc.	Soccer Club to be contacted about events in order for facilities to be cleaned, checked and prepared.	<input type="checkbox"/>

<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.	<input type="checkbox"/>
<b>GATES / FENCES – access to grounds by players &amp; families, spectators</b>	Access to grounds via Princes Highway, then Brown’s Road. Car parking available in the car park and adjacent to Ison Park.	Team managers and adult supervisors to monitor safety of students during any movement near to parked car areas	<input type="checkbox"/>
<b>SHADE COVER – availability and access</b>	Teams advised to bring appropriate shade structures due to limited cover available at the venue. Sun Safety guidelines such as sunscreen, hats, hydration etc. to be encouraged prior to and on the day Tents should be secured with appropriate pegs to avoid movement due to wind	Schools to be reminded about this during team managers meeting at the start of the day.	<input type="checkbox"/>

<b>WEATHER CONDITIONS</b>	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"/>
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<b>RUBBISH</b>	There should be adequate bins to cater for the student, parent and staff numbers	Convener to contact council or local club officials to ensure there are enough bins. Team managers to ensure no rubbish is left on the sidelines post game. If required, the convener will supply team managers with a garbage bag to collect school rubbish.	<input type="checkbox"/>
<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.	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 <b>FOOTBALL</b> .	<input type="checkbox"/>
<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-		<input type="checkbox"/>

	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>		
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<p><b>CODE OF CONDUCT AND SAFE &amp; READY TO PLAY</b></p>	<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/1QBUSufaR8Zzq38sfqaTWUlvzkS_NT8-A">https://drive.google.com/drive/folders/1QBUSufaR8Zzq38sfqaTWUlvzkS_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_qfjv34YkPtP1v_LTYT7-U">https://drive.google.com/drive/folders/14LhJnnki3B_qfjv34YkPtP1v_LTYT7-U</a></p> <p>These will be supplied to all schools</p>	<p><input type="checkbox"/></p>
<p><b>SECONDARY STUDENT REFEREES AND UMPIRES</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.</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</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.</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</p>	<p><input type="checkbox"/></p>

	<p>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>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 favourably on our schools as strong options to send their current primary siblings</p>	
<p><b>PLAYING EQUIPMENT</b> – provided by Team Manager, provided by players, hired</p>	<p>All players wear full school football uniforms 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><b>OTHER</b></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.</p> <p>Students should seek teacher permission if going to the canteen, toilet or car park.</p>		<input type="checkbox"/>

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