



# Risk Management Guidelines

This document is a guide only and should be annually reviewed by the committee, if additional risks are identified they should be discussed at committee meetings and action to remedy implemented. Other important documents include the centre's adverse weather guidelines & Sun-smart guidelines.

## 1. Medical history form/ Athletes & Parent's Code of Conduct

It is important that officials, coaches, chaperones are aware of any medical conditions that may impact on an athlete's participation. This includes, but is not limited to chronic infections, cardiovascular abnormalities, musculoskeletal problems such as arthritis and medical conditions such as asthma, diabetes and epilepsy.

A confidential **Athlete Medical History Form** will be completed by all new athletes at the beginning of each season, athletes who rejoin the following season do not need to complete the form again unless medical circumstances have changed.

- Athletes with pre-existing medical conditions will be encouraged to obtain suitable medical clearance prior to participation.
- Committee members & coaches will be responsible for making themselves aware of their athlete's medical history and of medications that individual athletes may require e.g. Ventolin for asthma. (liaise with first aid officer)
- All Medical History & injury record forms will be kept in a secure place.
- Our centre will take reasonable steps to protect information that we hold against loss, misuse, modification, disclosure and from unauthorised access.
- Once personal information is no longer needed for any purpose, our organisation will take reasonable steps to destroy or permanently de-identify that personal information.

## 2. Police Checks

All coaches and committee will have police checks performed as per SALAA policy.

## 3. Injury records

Injury records can also assist in providing information to our insurance company in the event of an insurance claim.

- Injury record forms will be maintained by Hallett Cove Little Athletics Centre
- Any significant injury will be documented and a copy of the incident sent to the Little Athletics Association
- Injury record forms will be reviewed by the committee at the end of each season to identify any areas for prevention activities.

## 4. Health policies and guideline

Good health is in the interest of all participants within our centre.



## Hydration

- Fluid replacement will be actively promoted through Hallett Cove little Athletics.
- Clean drinking water will be available at training and events
- Each player should have a water bottle with their name clearly marked upon it

## Emergency Plan

- In the case of a medical emergency the president / vice president will direct procedures.
- A mobile telephone where possible will be accessible for emergencies.
- Emergency telephone numbers will be posted. eg. Ambulance, after hours dentist and Flinders Medical Centre
- Emergency vehicles will be provided clear access to our venue at all times. The access area for emergency vehicles, will be kept clear at all times.
- A minimum of 2 committee members will have keys to the oval access chain located along the side of the dental clinic.

## Drugs in Sport

- "Drug" use in sport is a much wider issue than the use of legal or illegal substances for performance enhancement. Importantly, it also includes the safe use of medicines and social drugs (such as alcohol and tobacco) and the need to support elite athletes who are eligible to be drug tested, to ensure all drugs and substances they take are permitted.
- For the health and safety of our athletes, parents and supporters Hallett Cove Little Athletics Centre facilities are smoke-free.

## Asthma Management

1 in 4 children, 1 in 7 adolescents and 1 in 10 adults suffer from Asthma. It is therefore important that our organisation is equipped to deal with this condition

- Our organisation has Asthma First Aid trained personnel on hand at training and events where possible
- Parents or guardians are required to supervise children at all coaching and competition meets and should have relevant medication if required
- Asthma First Aid Kits are available to those trained in Asthma First Aid
- Officials are aware of the participants with Asthma and encourage these individuals to have up to date Asthma Management Plans.
- The First aid officer should check the asthma first aid kit is complete / working and contains current Ventolin (check use by date) at the start of each season and replace as needed.

## 5. First Aid

First aid and immediate injury management are important in the prevention and treatment of injuries at the time they occur. In many cases the incorrect initial management of injuries can have serious consequences. The importance of having appropriate mechanisms for initial injury management is highly valued.

### First Aid Officer

- The first aid officer should have a qualification with at least a Senior First Aid certificate
- The nominated first aid officer will maintain injury records for the centre
- First Aid officer will be expected to, and will act within, the limitations of their training

### First Aid Facilities

- The designated first aid area is in the registration area of the shed.
- The hygiene of this area will be the responsibility of First Aid officer.
- Disposable gloves are provided for the treatment of bleeding wounds.
- A first aid kit meeting the recommendations of the "Active Australia Sports First Aid Kit" this is stored in the shed
- The responsibility for the maintenance of the first aid supplies is the first Aid officer
- Cold Pack will be available at each meeting in canteen
- Emergency plan/procedures/telephone numbers will be displayed in the first aid area.

## 6. Physical preparation



## Warm Up, Flexibility and Stretching

- Participants of all ages and all skill levels will all be instructed in the appropriate warm up, stretching and cool down methods for athletics see [www.smartplay.net.au](http://www.smartplay.net.au)
- Warm up and cool down, as specified, will be a recommended for all athletes prior to participation in training and competition.
- Stretching should be incorporated in all warm up and cool down sessions.
- Coaching sessions and competition will incorporate instruction or information on safe technique & injury prevention specific to the technique/ skills of athletics.

## 7. Committee, Coaches & Officials

### Qualifications and Accreditation

- All committee members, coaches and officials will be encouraged to complete the play by the rules online training, for an understanding of child protection guidelines, non harassment & discrimination principles. [www.playbytherules.com](http://www.playbytherules.com)
- All officials will be accredited to a minimum of Level of C grade official.
- All accredited coaches will be encouraged to maintain accreditation, coaches will be to a minimum of introductory certificate
- Coaches & officials will conduct themselves as positive role models by following Hallett Cove little Athletics codes of behaviour
- The centre will encourage parents to undertake training as officials and coaching

## 8. Athletics equipment

- Only equipment that conforms to the regulations of little athletics association will be used for training and competition.
- Equipment will be maintained and checked every season by the equipment officer
- Equipment will be used strictly for the purpose it was designed.
- When not in use the equipment will be stored safely and securely. The safe storage of such equipment will be the responsibility of equipment officer

## 9. Playing environment and facilities

Hallett Cove little Athletics has a responsibility to ensure the environment in which our sport takes place is as safe as possible. Many aspects of the physical environment are able to be controlled by Hallett Cove little Athletics whilst others such as weather conditions will be considered in the planning and timing of activities.

### General

- Facility inspections are conducted regularly
- A process/system is in place to regularly update facility staff regarding new activity hazards and safety measures
- Fire extinguishers are easily accessible and are regularly maintained
- Facility structures and equipment comply with laws, regulations, rules and standards.
- There is a system in place for reporting of unsafe conditions/hazards and correcting them.
- Report unsafe conditions to the equipment officer who will report to the committee

### Surfaces

- All applicable surfaces will be inspected regularly
- Any foreign debris or items which may cause harm or injury will be removed prior to the commencement of any activity
- Any holes and any uneven sections should be reported to the equipment officer or President who will liaise with the school to arrange repairs
- Grassed surfaces will be checked to ensure the following:
  - Grass is mown.
  - Sprinkler heads are covered.
  - Lines are non toxic
  - Non-toxic fertilisers & sprays are used appropriately by trained grounds-people



## Canteen

- The Canteen area will be kept clean and tidy, the responsibility for this will be the canteen manager
- Canteen will be registered with Safe Food and Marion Council
- Hand washing facilities will be available
- Disposable gloves will be worn by canteen staff while handling food
- Canteen staff should ideally have one person to handle money and one for food
- Only people authorised by the canteen manager will allowed in the area, no athletes are permitted into the canteen area unless specific permission given by canteen manager
- Canteen manager should liase with the first aid officer re: any known allergies for athletes that may be relevant

## Venues

- Toilet facilities will be kept in a clean and hygienic state.
- Spectators will be adequately separated from athletes and the likelihood of collision
- Adequate space will be available between adjacent sporting fields and arenas to ensure there is no likelihood of collision between athletes and other objects.

## 10. Environment and Weather Conditions

- Hallett Cove little Athletics committee will be made aware of the factors that can contribute to heat illness. (see Hallett Cove Little Athletics Centre Hot Weather Guidelines) This includes provisions for:
  - Timing and re-scheduling of events
  - Adequate fluids for participants.
  - Additional or extended breaks for participants.
- Adequate shade
- Sunscreen will be promoted by Hallett Cove little Athletics and participants will be encouraged to regularly apply sunscreen when appropriate
- Hallett Cove Little Athletics will promote Sunsmart uniforms that include:
  - tops /shirts with collar
  - wide brimmed hats

### The following applies to all Friday night meets held at Hallett Cove:

- If the temperature at 5:00 pm as announced on FM 102.3 or as per the BOM website (<http://www.bom.gov.au/weather/sa>) is 37° or above then the Little Athletics meeting will be cancelled.
- For wet weather we will attempt to hold a meet, although some events will be cancelled for safety reasons, such as high jump and hurdles.
- In the event of storms, the president / vice president will cancel or postponed events if they become unsafe.

### The following applies to State Association Events eg: SANTOS Stadium

- See SALAA web site for latest policy
- If the temperature as forecast by the [Bureau of Meteorology](#) at 11am on the day BEFORE the event is over 36 degrees, the event will be split into 2 sessions;
  - One from 8am to **11am for Tiny Tots to Under 10's**;
  - A second session from **6pm to 9pm for Under 11 to Under 17**.
- The hot weather program will continue to apply even if a subsequent forecast revises the temperature down.
- Depending on the conditions on the day, some events (e.g distance runs) may be cancelled.

## 11. Insurance

Hallett Cove Little Athletics will give consideration to the following types of coverage as part of their insurance program:

- Property insurance.
- Tenants liability.
- Property in physical and legal control.
- Property owner liability
- Our insurance policy will complement our risk management plan and will not replace it.
- Hallett Cove little Athletics will seek adequate insurance to cover all catastrophic and negligence liability