

Christian Schools Sports Association



Safety in Sports Guidelines

CSSA Website : www.studentnet.edu.au/cssa

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SUPERVISION AND WELFARE OF STUDENTS ENGAGED IN PHYSICAL ACTIVITY

The advice contained in the “Guidelines for the Safe Conduct of Sport and Physical Activity In Schools” by the NSW Department of Education and Training should be read in conjunction with the following information.

RESPONSIBILITIES OF PRINCIPALS

- Principals are responsible for the development and implementation of a student supervision plan for school sport and other physical activity programs.
- Principals must ensure that staff have been fully briefed before being allocated to supervision at any CSSA activity.
- Principals must ensure that teachers are not asked to take students to CSSA activities without full communication/risk assessment happening before departure.

GENERAL GUIDELINES

- Where an adult other than a teacher accompanies a group of students to provide instruction or to assist with supervision, a teacher must still take overall responsibility for the supervision of students.
- Where small groups of students have to travel away from school (eg. 3 or 4 competitors to a carnival), parents or caregivers must be notified and give approval for such arrangements. The principal must ensure that suitable arrangements for travel and supervision are provided.
- On overnight trips supervisory and accommodation arrangements are to be such that no staff member is placed in a position where there is potential for allegations of improper conduct to be made. In particular, sleeping arrangements should not place any adults in a situation where the propriety of their behaviour could be questioned. Likewise, sleeping and supervisory arrangements should minimise the possibility of conduct of a sexual nature between students.

COACHING COMPETENCY

- Prospective coaches or instructors should possess the relevant competencies to safely and effectively manage the proposed activity. Competency assessment should take into account the nature and type of activity, level at which the game is to be played (eg. intra-school or zone competitions), and the experience and ability of the participants.
- Schools need to consider supporting teachers, inexperienced in some sports, with training and development opportunities in the area of coaching.
- Where so indicated in the Guidelines for Specific Activities section of this document, principals should ensure that coaches/instructors have the specified competency levels to safely and effectively implement the activity.
- Coaches or instructors may be deemed to have sufficient competency where they can demonstrate the achievement of formal accreditation associated with the activity or alternatively where they can demonstrate experience or competencies which are applicable to the activity.

- The attainment of a National Coaching Accreditation Scheme (NCAS) Level 0 (Orientation to Coaching) coaching certificate would provide sufficient evidence of competency and enable a prospective coach to effectively implement a sporting activity.

A NCAS Level 1 coaching accreditation course will provide coaches/instructors with additional competencies to conduct sports activities at the highest competition levels

- A large majority of state sporting organisations conduct development programs for coaches under the auspices of the NCAS.
- Where possible, qualified referees, umpires or judges should be provided for inter-school sport competition fixtures.
- All sports activities and excursions involving swimming or water activities and all overnight excursions must be accompanied by an employee of a member school of CSSA who has appropriate and current training in cardio pulmonary resuscitation (CPR).
- All other sporting events and activities must be accompanied by an employee of a member school of CSSA who has current training in emergency care.

Re-accreditation for CPR is required annually and every three years for the emergency care qualification.

Teachers appointed as coaches should be provided, if necessary, with opportunities to acquire an appropriate level of knowledge and skills which will enable them to :

- provide students with appropriate instruction in the techniques of the sport activity
- plan to allow for progressive skill development
- be aware of the specific strength and physical requirements of activities, particularly for students selected in school representative teams, for example, the most desirable and suitable body build for a front row forward in rugby league or rugby union. Students must be selected on the basis of ability and suitability for the position they are to play
- ensure that students only participate in vigorous activities if medically fit. Students must not be allowed to continue playing if they are injured. If a teacher has reason to believe that a student is injured, the student should be removed from the field of play. Students are not to return to playing after injury until it is clear that the injury has healed. If there is any doubt, the student is not to play until medically cleared
- ensure safety requirements, including the wearing of special equipment or apparel prescribed by the particular sport, are enforced.

STUDENT WELFARE GUIDELINES FOR BILLETING

Billeting has been a traditional method of providing low cost accommodation for students involved in excursions and sporting trips hosted by schools, Area and State school sport associations.

- Billeting needs to be a planned activity in which principals, billeting coordinators, supervising teachers, the host parents and the parents of visiting students are fully informed and implement arrangements that have been agreed upon by the principals involved.
- All excursions involving billeting must have the approval of the principals of all participating schools.

- The principal, or members of the school staff delegated by the principal, retain an overriding responsibility for the welfare of students they accompany for the duration of the activity. This responsibility cannot be transferred to parents, volunteers or employees of external organisations.
- Reasonable steps need to be taken to anticipate possible risk situations for students and to plan and, if necessary, implement strategies to address them.
- Professional judgement will be needed in addressing issues associated with the allocation of billets to host families. Many issues relate to incompatibility rather than unsuitability.

Negotiations and communication should occur sensitively, with relevant information shared on a need to know basis only.

- If the well-being or safety of a student is at risk, or there is a suspicion that this could be so, the student should be relocated to another approved accommodation arrangement and the parents informed that this has occurred.

SUPERVISION AT CARNIVALS, GALA DAYS etc.

Supervision arrangements for participants and spectators at events such as carnivals, gala days and interschool sport should be assessed on the basis of :

- Student numbers, gender, age and maturity
- Special needs of students
- Location and nature of the event or activity
- Local conditions including the layout of the event facility
- Often conveners restrict access to particular school and event facilities, equipment or particular areas of the school/event grounds to ensure that effective supervision can be more readily provided and the safety and welfare of students can be assured. Attention should be given by supervising teachers to these restricted areas on a regular basis during the supervision period.
- Where bus transport is provided, students waiting for buses outside or near the event facility should be directly supervised. Students should not be left unsupervised at anytime eg. Students waiting on a bus. The numbers of students present, the age, maturity and behaviour of the students, the number of exit sites and the danger from buses and normal traffic should be assessed in determining an appropriate level of supervision.

Teachers responsible for the supervision of student spectators at school and zone carnivals should not act as carnival officials at the same time.

STUDENT PROTECTION

It is crucial that every school and staff member actively provides for the protection, safety and welfare of students. Ensuring the protection, safety and welfare of each student helps create the foundation for an effective learning environment.

Student Protection (Pg 35-60) in the “Guidelines for the Safe Conduct of Sport and Physical Activity In Schools” by the NSW Department of Education and contains information that will alert teachers to mandatory requirements, describe key injury prevention measures and provides practical advice in critical areas of student protection.

The following areas need to be considered :

- Protection against child abuse and improper conduct
- Sports injury prevention measures and strategies
- Injury countermeasures
- Infectious diseases control
- Sun protection
- Inappropriate activities
- Additional protection measures

FIRST AID

- Ultimate First Aid responsibility falls upon individual schools for their own students.
- Additional First Aid facilities maybe provided at key sporting events

ATHLETICS

Where considered appropriate, for example inclusion in a school sport program, parents or caregivers must be informed of full details of the location, supervision to be provided and activities to be undertaken when seeking their written permission.

Students are to be instructed to use adequate sun protection, eg. an SPF15+, broad spectrum, water resistant sunscreen reapplied regularly and a hat when appropriate.

TEACHER/INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

The teacher/instructor must have appropriate expertise and or training in the teaching/coaching in Athletics. A teacher must be present who has recognised current training in emergency care.

SUPERVISION

Supervision will need to be provided considering:

- age, experience and capability of the students
- the combined experience or expertise of the staff
- the activities or events to be conducted. If an adult other than a teacher is engaged for instruction or coaching, a teacher must be present to take overall responsibility. Equipment awaiting use must be supervised. Equipment not in use must be stored to prevent unauthorised use.

EQUIPMENT

All equipment must be regularly checked for safety and regularly maintained.

Equipment must be stored so that unauthorised use is prevented. For the use of starting pistols and caps, refer to the Student Protection section of this document.

Equipment must be appropriately sized, modified or weighted to match the ability and strength levels of the students.

Clothing should not restrict movement or hamper students in any way.

VENUES

Running surfaces must be level and firm so as to avoid foot and ankle injuries. Avoid running on hard surfaces such as bitumen or concrete.

Sand pits must be raked and checked for foreign materials prior to the commencement of the activity. The outer edges of the pit should be level with the ground.

SAFETY

General

Students are to be instructed to wear sports shoes, or as appropriate, running, throwing or jumping spikes.

Warm-up and stretching are essential prior to all training and competition.

Stretching and warming up are vital elements in preventing injury and the following points should be followed when stretching to ensure maximum safety :

- warm-up prior to stretching
- stretch prior to and after work-outs
- stretch alternate muscle groups
- stretch gently and slowly

- never bounce or stretch rapidly
- stretch to the point of tension or discomfort but never pain
- do not hold the breath when stretching, breathe slowly and easily while stretching.

Any complaint of pain, tenderness, limitation of movement or disability should be promptly referred to a qualified sports medicine professional for management. Particular note should be taken of the areas of adolescent growth which are vulnerable in training and include the spine, knees and wrists.

Students are to be instructed that equipment must not be used without supervision.

The use of spikes should be limited to comply with current rules and regulations as set down by CSSA.

These should also be limited during structured training sessions. *Refer CSSA Handbook.*

Spikes must only be worn during the specified competition event. They are not to be worn to and from an event or between events.

Where the use of spiked shoes is permitted, students should be instructed to take extreme care to avoid spiking injuries, especially in track events. For those events not run entirely in lanes, particular care should be taken at the start.

A well-equipped medical kit must be readily available.

Where possible, ice should be available for the treatment of injuries. Prevention of dehydration is essential during training and competition. Students are to be instructed to consume water prior to and during sessions.

Jumping Events

Landing and take-off areas must be maintained to avoid risk of injury to students. Equipment awaiting use must be supervised.

Equipment not in use must be properly stored to prevent unauthorised use.

Jumping events are not to be undertaken by students with a history of ankle or knee injuries.

High Jump

For high jump activities the following safety strategies must be employed:

- ensure that where the landing area consists of several mats, they are held firmly together with straps or ties and the whole area is covered with a one piece overlay
- ensure mats are carried by handles at the side and not carried aloft on backs, shoulders or head
- ensure run-up and take-off areas are level, dry and free from slippery material
- specific take-off points should be identified and insisted upon to avoid landing off the mats
- triangular bars must not be used at all. Circular fibreglass bars are recommended for competition to ensure high jump bars do not carry onto the landing mats, it is recommended that looped straps are used
- the high jump bar must be removed from the competition area when not in actual use for supervised pre-competition warm-ups and actual competition
- the high jump uprights must be sufficiently stable to avoid falling on to the mats during the course of a jump.

High jump landing mats should :

- cover an area of approximately 3600mm x 2400mm with height from floor of 600mm
- be linked together to avoid separation
- have linking tabs spaced at the distance of one every 900mm
- have a breathing fabric on the top (landing) surface which is spike resistant
- be filled with a foam rubber or synthetic foam block with a minimum density of 18 kg/m³.

Fosbury Flop high jump technique:

- Where appropriate, specially selected students who display promise in lead-up activities should be chosen for development in small specialised groups conducted by teachers or coaches with specific expertise in the event.
- All students engaged in the Fosbury Flop technique must be given adequate lead-up activities before advancing to the actual technique.
- Gymnastic mats are unsuitable for use as materials directly landed upon by the competitor, but may be used, at a depth of 15cm, around the end/back periphery of suitable high jump bags.

Long Jump

For long/triple jump activities the following safety strategies must be employed:

- rake landing pits before any jumping takes place. Any solid or sharp objects must be removed
- ensure the take-off board is clearly visible (and preferably painted white), flat and level with the ground surface
- steel or wooden markers are not to be used to note distances either adjacent to or in the landing pit. Coloured strips of a flat flexible material are suggested to indicate distances achieved by participants
- ensure the approach area is clearly defined and kept free from any obstructions
- ensure jumping takes place from one direction only
- rake pit after each jump to ensure a level landing surface
- ensure rakes, forks and shovels are not left unattended in, or beside, the jumping area
- ensure the depth of sand is appropriate for competition in all age groups and that the depth of the sand is consistent in all areas of the pit
- the triple jump is not recommended for students with a history of ankle or knee injuries.

Throwing Events

Throwing events require the development and refinement of coordination, skills and techniques in order to improve performances. In addition, strength is important in these events.

Training is of a repetitive nature and thus young athletes are at risk from overuse injury to immature tissues especially in the vicinity of upper limb joints, with the lower back and knees also being areas of concern. These injuries can be avoided if young students limit or restrict their volume of throwing in each session. Most throwing should also be sub-maximal in training situations.

Due to the nature of throwing events, special attention needs to be given to supervision at training activities or competition events.

To ensure maximum safety, the following strategies must be employed:

- activities must be sited away from buildings, pedestrians and other activities
- the site must enable adequate supervision of students
- the throwing area must be of adequate width for group instruction, or alternatively, the number of throwers is reduced on each occasion so that:
- all throwing takes place in one direction
- the safety of individuals in adjoining areas is assured
- considering the ability level of the group, the throwing area must be of adequate length to contain the implements thrown
- the throwing sector area, approach and launch areas must be marked with highly visible markers to prevent access by non-participants
- the approach and launch area must be dry and free of any loose materials
- students should walk to retrieve implements only after the all clear is given. The implement should be returned by carrying, not throwing or rolling
- students must be given instructions as to their movements following the throw and awaiting retrieval.

Shot Put

For shot put activities, the following safety strategies must be employed:

- transport shots in sturdy containers and give due consideration to limiting the total mass
- ensure students are in line, adequately spaced, and all throwing occurs in the one direction when instructing groups in the standing throw and linear glide techniques

The rotational throwing technique should only be carried out by a qualified athletics instructor.

For group instruction in the rotational throwing technique:

- ensure the turn is practised with modified equipment or without a shot
- where the shot is to be thrown using the turn, ensure only one individual throws at a time
- where throwing takes place, ensure that other students are behind protective cages or barriers and well clear of the wire
- where a protective cage or barrier is unavailable, ensure other students are at least 10 metres behind and to the non-throwing side.

It is recommended that a specific throwing area be set aside for shot put. This will assist when repairing indentations (using sand/soil) following the period of use. This measure will reduce the risk of ankle injuries.

Protective cages or improvised barriers are recommended when using the turn (eg. fence, hockey nets).

Discus

For discus activities the following safety strategies must be employed:

- check discuses, and withdraw from use those with cracked rims or loose centre screws

For group instruction in the standing throw ensure:

- throwers are at least 5 metres apart
- left-handed throwers are placed on the left side of the group

For group instruction in the turning throw:

- ensure the turn is practised with modified equipment or without a discus
- where a discus is to be thrown using the turn, ensure that only one individual throws at a time
- where throwing takes place, ensure other students are behind protective cages or barriers and well clear of the protective wire
- where a protective cage or barrier is unavailable, ensure that other students are at least 20 metres behind and to the non-throwing side
- ensure discuses being returned to the throwing area are carried not rolled.
- Protective cages or improvised barriers are recommended when using the turn (eg. fence, hockey nets).

Javelin

For javelin activities, the following safety strategies must be employed:

- ensure javelins are carried by the grip and in a vertical position with the tail up, except when the thrower has entered the specific approach area and is preparing to throw
- forbid running with the javelin except when preparing to throw
- forbid running to retrieve a javelin to prevent running into the tail end of a javelin
- instruct students to place one hand over the tail end of the javelin before attempting to twist it from the ground
- instruct students to place one hand over the tip of the tail end when picking up a javelin lying flat on the ground. This hand should be kept in place until the tail end is raised above head height as the javelin is lifted into the vertical position
- ensure javelins being returned to the throwing area are carried

For group instruction:

- ensure all throwing is from one line only and within clearly marked side boundaries
- students are to be appropriately spaced
- assemble other students at least 10 metres behind and to one side of the marked approach and delivery area
- ensure javelins are not thrown under or near power lines.

Track Events

The track must be checked to ensure it is free from obstacles and loose objects.

Starting blocks, pegs and hammers must be removed from the track and stored in a safe place when not in use.

Refer to Student Protection section for the use of starting pistols and caps.

Sprints

Finishing tapes must not be used in sprint activities.

Students should run in lanes wherever possible.

Ensure students are aware of potential dangers regarding the use of spikes.

Relays

For relay activities the following strategies must be employed:

- for 4x100m events, instruct students to stay in their lanes during baton changes and for a safe period afterwards.
- ensure relay changeover areas are supervised at all times during competition
- ensure all batons are made of lightweight material such as aluminium and are regulation size.
- spikes must not be worn by students when learning baton changing.

BASKETBALL

Where considered appropriate, for example inclusion in a sport program, parents or caregivers must be informed of full details of the location, supervision to be provided and activities to be undertaken when seeking their written permission.

Students participating at outdoor venues are to be instructed to use adequate sun protection, eg. an SPF 15+, broad spectrum, water resistant sunscreen reapplied regularly and a hat where appropriate.

TEACHER/INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

The teacher/instructor must have appropriate expertise and/or training in the teaching/coaching of Basketball.

A teacher must be present who has recognised current training in emergency care.

SUPERVISION

If an adult other than a teacher is engaged as a coach, a teacher must be present to take overall responsibility.

EQUIPMENT

Backboard support posts and walls behind the goal posts which may restrict or interfere with players movements must be padded.

For inter-school competition, nets are required to be securely attached to the rings. Metal nets are not to be used.

Soles of sport shoes should have enough grip for the surface on which the game is played.

A well-equipped medical kit must be readily available.

VENUES

The court surface must be free of obstructions and loose objects.

The immediate surrounds of the court perimeter should have a space clear of any objects or obstacles, eg. equipment, seating.

SAFETY

- Students must remove jewellery and other ornaments likely to cause injury.
- Students must cut or tape long fingernails.
- Boundaries of the court must be clear of spectators and belongings to avoid interfering with the safe movements of players and umpires.
- Where possible, ice should be available for the treatment of injuries.

INFECTIOUS DISEASES ("BLOOD RULE" PROCEDURE)

All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly.

A player who is bleeding must be removed immediately from the activity and not permitted to return until:

- the source of the bleeding has been controlled, the wound dressed and securely covered
- any blood covered body area has been cleaned thoroughly and any blood covered clothing or equipment has been cleaned or removed.

CRICKET

Where considered appropriate, for example inclusion in a school sport program, parents or caregivers must be informed of full details of the location, supervision to be provided and activities to be undertaken when seeking their written permission.

Students are to be instructed to use adequate sun protection, e.g. an SPF 15+, broad spectrum, water resistant sun screen reapplied regularly and a hat where appropriate.

TEACHER/INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

The teacher/instructor must have appropriate expertise/competency and/or training in the teaching/coaching of cricket.

SUPERVISION

If an adult other than a teacher is engaged for instruction, it is recommended that a teacher be present to take overall responsibility.

Someone with recognised current training in emergency care must be present.

EQUIPMENT

All equipment must be in good condition and match the size, strength and ability of the students.

It is recommended that schools should make available:

- at least two helmets per team which are of a size appropriate to the members of the team.
- sufficient helmets to accommodate structured practice sessions.

If using leather or composition balls the:

- wicket keeper must wear a pair of pads, a pair of wicket keeping gloves and a protector (if male). Inner gloves are recommended.
- batter must wear well-fitted pads and batting gloves. Batters (if male) must wear a protector.
- Rubber-soled cricket boots or sports shoes must be worn on hard wickets. Spiked cricket shoes may be worn where turf wickets are used.
- Sunglasses conforming to the Australian Standard AS1067, with plastic frames and Perspex lenses may be worn to protect eyes from UV radiation.
- A well-equipped first aid kit must be readily available.

VENUES

The ground surface must be free of obstructions and loose objects.

The wicket area and ground must be inspected prior to the game to ensure that it is of a suitable standard for play.

SAFETY

Competition games and structured practice sessions should be modified, where appropriate, to suit the ability level and age of the participants.

Inexperienced players should be made aware of the rules and safety aspects prior to and during any form of cricket.

Inexperienced cricketers under the age of 14 should not stand any closer than ten metres from the striker's wicket on the leg side or in front of point on the off side. No player may enter this restricted zone until after the ball:

- is hit by the batter.
- strikes the body or equipment of the batter.
- passes through to the wicket keeper.
- If a player enters this restricted the zone, the umpire should attempt to stop the bowler or call dead ball. The restricted zone should be marked by suitably placed discs or markers.

In all age groups, shin guards, helmet and a protector (if male) must be worn by players classified as close-to-the-bat fielders. This is within five metres from the striker's wicket.

Teachers should discourage students from bowling fast short pitched balls, particularly at younger ages and fast full tosses. Fast full tosses that pass above the waist of the batter in his or her normal stance should be deemed a No-Ball.

Young players should be discouraged from bowling too fast as poor technique and lack of physical maturity can lead to stress injuries. It is recommended that schools use the *Fast Bowling Guidelines* (issued by the Australian Cricket Board) as a guide.

Fast bowlers should be limited to six-over maximum spells.

Students should be instructed to consume water prior to and during the session to prevent dehydration. When a player is batting or bowling in hot conditions, fluid intake may need to be more frequent.

Students should be instructed to use adequate sun protection, eg. An SPF15+, broad spectrum , water-resistant sunscreen reapplied regularly and a hat.

Practice Nets

- Should be in condition with any holes repaired. Where a centre dividing net does not extend to the stumps at the bowler's end, bowlers must be instructed to take care.
- Should have a designated area for new batters to pad up.
- Students must be instructed to watch and be wary of any balls in the net area. Safe procedures for fielding balls in the net area must be issued to students.
- No student is to be in the nets as a wicket keeper while batting is taking place.
- The net must be clear of bowlers and fielders before the next ball is bowled to the batter.
- Where possible, ice should be available for the treatment of injuries.

INFECTIOUS DISEASES (BLOOD PROCEDURE)

All clothing, equipment and surfaces contaminated with blood must be viewed as potentially infectious and treated accordingly.

Participants who are bleeding must have their wound dressed and securely covered.

Any blood covered body must be cleaned thoroughly and any blood covered clothing and equipment cleaned or removed prior to the participant recommencing the activity.

CROSS COUNTRY

Where considered appropriate, for example inclusion in a school sport program, parents or caregivers must be informed of full details of the location, supervision to be provided and activities to be undertaken when seeking their written permission.

Students are to be instructed to wear appropriate footwear. Spiked footwear is not permitted in primary school events.

Clothing should not restrict movement. Lightweight tops are recommended.

Students are to be instructed to use adequate sun protection, e.g. an SPF 15+, broad spectrum, water resistant sun screen reapplied regularly and a hat where appropriate.

TEACHER/INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

The teacher/instructor must have appropriate expertise and/or training in teaching/coaching of cross country activities.

SUPERVISION

Principals and organising teachers should take into account such factors as age and experience of the students and the nature of the course when arranging supervision.

A teacher must be present who has recognised current training in emergency care.

VENUES

Public roads must be avoided.

When selecting the course, organisers should consider the:

- age, number of students taking part and their physical capabilities
- type of surface and terrain over which the race will take place
- potential dangers of obstacles, including water crossings on the course .
- supervision to be provided on the course.

The starting area should be of sufficient width to ensure a safe and fair start. Narrow starting chutes are to be avoided. The first 200-300 metres of the course should be straight and clear of obstacles and spectators

For competition events, participants should be given an opportunity to view the course. A funnel or chute finish is recommended to provide adequate access for all competitors.

Where possible, there should be vehicular access to all sections of the course.

SAFETY

Prevailing and anticipated environmental conditions must be considered when scheduling cross country events. Should extreme weather conditions prevail on the day of the event, the activity should be postponed.

In warm weather dehydration can be a major problem. Students should be encouraged to consume fluids prior to and on completion of events. Water should be available at the start and finish areas. Drink stations must be established where the design and distance warrant such measures.

The demands on the cardio-vascular and respiratory systems during high rates of energy production can cause high levels of stress in the young and unfit. Events and courses should be selected for students after considering their stage of growth and development and fitness level.

The course should not be so onerous as to place the participants under physical duress. The activity should be planned as a culminating event where students have had prior planned opportunities to prepare physically for the event. Students should be instructed to proceed at their own pace to avoid over exertion.

Students should be encouraged to warm up prior to all practice and competition.

Course officials need to be located at strategic vantage points to ensure total course supervision. Course officials located at course extremities, should have access to a communications link.

A well-equipped medical kit must be readily available. Asthma medication should be carried by competitors as required. Where possible, ice should be available for the treatment of injuries.

INFECTIOUS DISEASES (BLOOD PROCEDURE)

All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly.

Participants who are bleeding must have the wound dressed and securely covered.

Any blood covered body area (and surface area where appropriate), must be cleaned thoroughly and any blood covered clothing and equipment cleaned or removed prior to the participant recommencing the activity.

GOLF

Parents or caregivers must be informed of full details of the location, supervision to be provided and activities to be undertaken when seeking their written permission.

Student dress, including footwear, must comply with the requirements of the golf club or facility being used.

Students are to be instructed to use adequate sun protection, eg. an SPF15+, broad spectrum, water resistant sunscreen reapplied regularly and a hat.

TEACHER/ INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

The teacher/instructor must have appropriate expertise and/or training in the teaching/coaching of golf.

SUPERVISION

Where an adult other than a teacher is engaged to provide instruction, a teacher must be present to take overall responsibility.

A teacher must be present who has recognised current training in emergency care.

EQUIPMENT

Students should be encouraged to have their own set of golf clubs (or hired), sufficient golf balls and tees.

Teachers are to ensure that equipment used is in good condition. If clubs have smooth grips, loose heads and shaft irregularities, they must be repaired or replaced before further use.

A well-equipped medical kit must be readily available.

VENUES

Golf courses, driving ranges or approved practice areas are to be used. Public parks are not to be used.

SAFETY

Students commencing a golf program for the first time must receive instruction on golf safety and etiquette before being allowed to play or practise golf.

While a teacher or coach is demonstrating or organising, students must be instructed to hold onto the head of the club, to discourage swinging or lay the club on the ground.

During practice, students must be instructed not to swing a club until they have been placed in a designated area clear of all other students. Players are not to swing a club while they have their backs to one another. Players are to be positioned three metres apart.

Players waiting to hit are to be instructed to stand four metres behind the line of players hitting. Even in a normal playing situation, golfers should be well clear (a minimum of three metres) of playing partners when they are practising swings.

- No person is to be positioned in the target line of another person swinging.
- Students must not be in front of a designated hitting line regardless of the type of ball being used.
- Students must ensure that the area around them and the direction of the hit is clear of people before attempting any stroke.
- All golf balls must be retrieved at the same time. Clubs must be left in the hitting area while balls are retrieved.
- Play must be abandoned when lightning is in the area. Students should be made aware of the dangers of taking shelter under trees or metal-shafted umbrellas during thunderstorms.

INFECTIOUS DISEASES (BLOOD PROCEDURE)

All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly.

Participants who are bleeding must have the wound dressed and securely covered.

Any blood covered body area (and surface area where appropriate), must be cleaned thoroughly and any blood covered clothing and equipment cleaned or removed prior to the participant recommencing the activity.

GYMNASTICS

The following safety guidelines apply to a range of gymnastics activities from very elementary primary programs to high skill secondary competitive gymnastics.

The guidelines in this section apply to those forms of gymnastics referred to as educational gymnastics, artistic gymnastics, rhythmic gymnastics and acrobatics.

Where considered appropriate, for example inclusion in a school sport program, parents or caregivers must be informed of full details of the location, supervision to be provided and activities to be undertaken when seeking their written permission.

In outdoor venues, students are to be instructed to use adequate sun protection, eg. an SPF15+, broad spectrum, water resistant sunscreen reapplied regularly and a hat when appropriate.

TEACHER/INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

The teacher/instructor must have appropriate expertise and/or training in the teaching/coaching of gymnastics. A teacher must be present who has recognised current training in emergency care.

SUPERVISION

Principals and organising teachers must take into account such factors as age, experience, maturity of students, nature of the activity and experience of adult supervisors when arranging supervision and instruction.

The instructor must be positioned so that all the activities, including circuit work, can be appropriately supervised.

Where an adult other than a teacher is engaged to provide instruction, a teacher must be present to take overall responsibility.

EQUIPMENT

Shorts or sports briefs and T-shirt or leotard should be worn.

Students should wear sports shoes in outdoor activities. Socked feet must not be permitted, except on a trampoline (not a mini trampoline).

All equipment must be checked for safety prior to each class or lesson and if defective, it must not be used.

The equipment should be of suitable height and width and appropriately arranged for the specific activities. It should be placed parallel to walls and adequately spaced to facilitate supervision.

Appropriate and adequate matting must be provided under and around all equipment to the point of likely projection. Ensure mats do not move out of position.

Matting must not overlap. Mats must be joined, with no ridges. Where possible, velcro-edged mats should be used. Mats with holes must not be used.

A well-equipped medical kit must be readily available.

VENUES

Where possible, gymnastics should be taught indoors on a wooden floor. If conducted outdoors, a grass surface is preferable to concrete or asphalt. In all cases, adequate matting must be used under and around equipment and for floor activities.

SAFETY

General

Small groups and short lines of students at each activity provides for maximum participation and lessens the possibility of loss of concentration and boredom.

Basic skills should be taught sequentially. Concentration, body awareness, control and tension provide the basis for safety in gymnastics and hence good basics are essential.

If a teacher does not consider the student capable of performing a skill, then the student must not attempt it. Graded progressive skills must be provided and mastered before attempting more difficult skills. If a student is not confident of performing a skill, he or she must not be forced to do so.

Students are to be instructed not to perform any unauthorised activities.

Students must remove jewellery and other ornaments likely to cause injury.

Students should be encouraged to keep fingernails and toenails short and long hair tied back.

Where possible, ice should be available for the treatment of injuries.

FLEXIBILITY AND INJURY PREVENTION

An extreme range of flexibility in the joints can contribute to injury as can relative inflexibility. Inflexibility contributes to injury because less efficient techniques will result. Stretching and warming up are vital elements in preventing injury and the following points should be followed when stretching to ensure maximum safety:

- warm-up prior to stretching
- stretch prior to and after work-outs
- stretch alternate muscle groups
- stretch gently and slowly
- never bounce or stretch rapidly
- stretch to the point with tension or discomfort but never pain
- do not hold the breath when stretching, breathe slowly and easily while stretching

There are a number of movements that are potentially dangerous that teachers should note when developing programs. These include:

- extreme movements that cause extension or flexion of a joint beyond its normal range, eg. Back arches, toe touches and deep knee bends
- movements that involve excessive, rapid or repetitive twisting around a fixed base, eg. wall slaps, trunk rotations
- sustained or held movements, eg. held sit-up
- repetitive movements, eg. arm circling through a small range of movement.

Other movements such as running backwards should be avoided due to the potential for tripping over or running into obstacles.

There are a number of activities that are considered inappropriate for inclusion in a gymnastic session. Those to be avoided include:

- weight bearing on the head, as childrens' neck strength is not sufficiently developed
- activities that involve excessive flexion, eg. frog-jump repetitions
- hanging by knees from apparatus
- dive rolls.

Particular caution is required with mini-trampolines or when mounting or dismounting apparatus. Adequate supervision, correct technique and a safe landing area are required.

Students must be instructed in safety procedures and spotting techniques. Spotters or padders should be used at all apparatus, as appropriate. For high level skills, either the teacher or the instructor should pad.

SPOTTING

The emphasis in beginner programs should be on encouraging the development of competent body management skills. Students should not depend on spotting to perform skills at the beginner level but as the skill level rises, spotting becomes important.

Teachers and/or instructors must be aware of the following points on spotting:

- when the skill level is low, the need for spotting is greatly reduced
- in higher level programs, spotting becomes progressively more important
- the spotting skills of the teacher or the instructor should match the performance level of the gymnast
- incompetent spotting is potentially dangerous. Spotting should never be used as a substitute for:
 - inadequate physical exercise
 - poor equipment
 - poor technical preparation
 - forcing the gymnast to attempt a skill before the prerequisites are mastered.

To reduce the need for students to 'spot', instructors should plan sessions where difficult apparatus activities are located at one work station. Instructors are then able to spot performers whilst the remainder of the group work independently on basic skills at alternative stations.

Tumbling

For all skills which require more than one mat, firm velcro-joined mats or a continuous carpeted mat should be used.

For advanced skills, a tumbling sprung floor is desirable, with crash mats used during the learning of skills. Only very basic skills are to be taught on concrete or asphalt surfaces and, only with appropriate matting.

Mini and double mini trampoline

Equipment must have correctly fitted safety pads.

Beds must be inspected for tears and the springs checked to ensure hook ends are facing downwards.

There must be non-slip rubber stoppers attached to the legs of the trampolines.

Crash mats must be kept in place so that there is no movement away from the apparatus.

Coaching should start with basic skills emphasising firm body position and spatial awareness.

Skills must be graded. Students do not progress until they have mastered basic skills.

Landings should be controlled. Students should walk forward along the mat at the completion of the skill.

There must only be one student on the apparatus at any time.

All students must be taught how to spot and pad.

Where students are spotting or padding, one student must be stationed on each side of the performer.

Dive rolls off the mini-trampoline are not encouraged in school programs. Certainly, they should be avoided with inexperienced gymnasts.

Vaulting

The vaulting apparatus must be in good condition.

The organisation, thickness and placement of mats must be appropriate for the type of vaulting apparatus in use, and the difficulty of the skill.

Mats with holes must not be used.

Before using the vaulting box, the student must be proficient in the use of the beat board and must be taught the skills involved in approach, take off and landing.

Basic skills involving flight, spring, body awareness and control are essential for both performer and spotter safety.

The height of the vaulting apparatus must be adjusted to suit the ability level and experience of the participants.

All vaults must have competent and experienced spotters or padders and stationed on each side of the performer. Spotters or padders must be positioned appropriately for the vault being performed, eg. in front of (descent side) the vaulting box for straddle and through vaults (refer to the previous section on spotting). Correct lifting techniques must be taught when the vaulting apparatus is being moved. If a vaulting box is to be moved, it should be carried in segments to minimise the weight.

Uneven Bars

No zippered clothing should be worn.

Tracksuit pants should not be worn as they can be slippery on the bars.

Chalk (magnesium powder) should be used to prevent hands slipping.

Where long periods of practice are required, students must wear leather handgrips.

All activities must be graded and progressive.

Bars must be correctly assembled and securely anchored.

Floor plates and wires must be checked to ensure they are secure prior to each class or session.

Appropriate matting must be placed under the bars and in the landing area.

Spotters must be used at all times and padders used when new skills are being attempted.

Beam

Checks must be made to ensure that the height adjustment fitting is tight, the beam is securely attached to the legs and that the apparatus is stable.

Students are to be instructed not to adjust the height of the beam without permission.

Skills should first be taught on the floor, then low beam and finally, high beam.

Matting must be placed under the beam, around the leg supports, and on the landing area.

Roman Rings

Chalk should be used to prevent hands slipping.

For long periods of practice, students should be encouraged to wear leather handgrips.

Appropriate matting must be placed under the rings and in the landing area.

At least one spotter or padder must be stationed at the apparatus.

Students should start with basic skills and progress through a sequence of graded activities.

Parallel Bars

Equipment must be checked to ensure that all fittings are secure and the apparatus is stable and that bars are appropriately spaced to accommodate the skill activity.

Chalk should be used to prevent hands slipping.

Appropriate matting must be placed under the bars and in the landing area.

Students should start with basic skills. Strength and technique must be of a sufficient level before more advanced activities are attempted.

At least one spotter or padder must be stationed at the apparatus. It is vital to pad from beneath the bars to avoid serious injury to the padder.

Horizontal Bar

The bar must be checked to ensure it is correctly assembled and securely anchored.

Floor plates and wires must be checked to ensure they are secure.

Chalk should be used to prevent hands slipping.

For long periods of practice students should be encouraged to wear leather handgrips.

Appropriate matting must be placed under the bar and in the landing area.

At least one spotter or padder must be stationed at the apparatus.

Students should start with basic skills and progress through a sequence of graded activities.

HOCKEY

Where considered appropriate, for example inclusion in a school sport program, parents or caregivers must be informed of full details of the location, protective equipment to be provided, supervision to be provided and activities to be undertaken when seeking their written permission.

The modified versions of hockey - Minkey and Hockey's 7's are the only forms of the game to be included in school programs from the introduction age to ten years of age.

Students are to be instructed to use adequate sun protection, eg. an SPF15+, broad spectrum, water resistant sunscreen reapplied regularly and where appropriate, a hat.

TEACHER / INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

The teacher/instructor must have appropriate expertise and/or training in the teaching/coaching of hockey. A teacher must be present who has recognised current training in emergency care.

SUPERVISION

Where an adult other than a teacher is engaged to provide instruction, a teacher must be present to take overall responsibility.

It is recommended that qualified officials be used for inter-school competitions. It is recommended that for all 11 a side matches, two umpires officiate.

EQUIPMENT

The state and national controlling bodies of this sport strongly recommend the wearing of a correctly fitted mouthguard during both training and competition.

Accordingly, students and parents should be advised of this recommendation and encouraged to comply.

Moulded synthetic-soled boots or sports shoes are recommended for natural grass. Sports shoes are recommended for synthetic grass. Boots must conform to the rules of the game.

Goalkeepers must wear a suitable helmet with face guard, chest protector, groin protector, protective pads and kickers. It is also recommended that goalkeepers use gauntlet gloves. These items must be available for use by the goalkeeper.

Equipment must be checked prior to use and not used if defective. Wooden sticks with splits must not be used

No hard peak caps are permitted. Students should wear soft peak caps only.

Goal posts and goal structures must be checked for stability so that there is no likelihood of the goals falling forwards.

A well-equipped medical kit must be supplied by each school

VENUES

The ground surface must be free of obstructions and loose objects and be of a standard fit for play. Hydrated lime must not be used to mark fields.

SAFETY

Students must remove jewellery and other ornaments likely to cause injury.

Each school must have a coaching program based on conditioning and progressive skill training.

Students must be made aware of the rules regarding dangerous play, body and stick contact.

Spectators and reserve players must be positioned well back from the field of play.

Where injury occurs during the game, the student must be excluded wherever there is any doubt as to the extent of injury or fitness to continue. Teachers and coaches must exclude students from returning to playing after injury until it is clear that the student is fit to resume.

Where possible, ice should be available for the treatment of injuries.

INFECTIOUS DISEASES ("BLOOD RULE" PROCEDURE)

All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly.

A player who is bleeding must be removed immediately from the activity and not permitted to return until:

- the source of the bleeding has been controlled, the wound dressed and securely covered
- any blood covered body area has been cleaned thoroughly and any blood covered clothing or equipment has been cleaned or removed.

NETBALL

Where considered appropriate, for example inclusion in a school sport program, parents or caregivers must be informed of full details of the location, supervision to be provided and activities to be undertaken when seeking their written permission.

Students participating at outdoor venues are to be instructed to use adequate sun protection, eg. an SPF15+, broad spectrum, water resistant sunscreen reapplied regularly and a hat where appropriate.

TEACHER/INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

The appropriate level of expertise and/or training required to conduct an activity will be dependent on whether the teacher's/instructor's role is one of supervision, instruction or coaching. Other factors to be considered are the nature of the activity, the age, ability and experience of the students involved.

A teacher must be present who has recognised current training in emergency care.

SUPERVISION

Where an adult other than a teacher is engaged to provide instruction, a teacher must be present to take overall responsibility. It is recommended that qualified officials be used for inter-school competitions.

EQUIPMENT

No part of the goal posts should protrude onto the court posing a trip hazard. Goal posts which are portable should be suitably secured or weighted down or fitted securely into sleeves.

A well-equipped medical kit must be readily available.

VENUES

The court surface and immediate surrounds must be free of obstructions and loose objects. Avoid playing netball on slippery and gravel surfaces.

SAFETY

Boundaries of the courts must be clear of spectators and belongings to avoid interfering with the safe movements of players and umpires.

Students must remove jewellery and other ornaments likely to cause injury.

Students must be encouraged to keep fingernails short. Long fingernails should be taped.

No hard peak caps are permitted. Students must wear soft peak caps only.

Players should ensure that they have an adequate level of hydration before, during and after the game or training session.

Warm-up and cool-down are vital elements in preventing injury and should be included before and after all training and competition sessions. Stretching activities performed in the warm-up should move the muscles through the full range of movement to be performed during the session.

The warm-up should be continuous and lead into the training session. It should be fun and include games/activities relevant to the session to be performed.

Where possible, ice should be available for the treatment of injuries.

SPECIAL FEATURE

Schools are encouraged to involve young students to play Fun Net (a motor skill program for 5-7 year olds) and Netta (a modified program for 8-11 year olds) as a means of developing good skills and technique in a fun environment of games and activities.

Schools are encouraged to incorporate appropriate fitness activities in the netball program to develop strength, coordination and flexibility, especially of muscles around the ankles and feet.

Programs should incorporate training focusing on enhancing body balance, control on landing, moving forwards and catching passes.

INFECTIOUS DISEASES ("BLOOD RULE" PROCEDURE)

All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly.

A player who is bleeding must be removed immediately from the activity and not permitted to return until:

- the source of the bleeding has been controlled, the wound dressed and securely covered
- any blood covered body area has been cleaned thoroughly and any blood covered clothing or equipment has been cleaned or removed.

RUGBY LEAGUE AND RUGBY UNION

All students must have written parental permission to play at intra, inter-school and higher representative levels. A proforma for permission is included below. This form should be amended for students selected to play at zone or state representative levels.

Rugby League

Rugby league in primary schools must be played only under the rules of Mod League for twelve (12) year olds, Mod League for eleven (11) year olds and Mini-Footy'.

The NSWPSA State Open and 11 Years Carnivals are played under the rules of Mod League for twelve (12) year olds and incorporates the 'SAFEPLAY CODE'.

Students 15 years and under must play under the Australian Rugby League (ARL) SAFEPLAY CODE rules. Rule booklets are available from the ARL and local junior leagues.

Rugby Union

Rugby union in primary schools must be played according to the "AUSTRALIAN JUNIOR PATHWAY". The modified versions of rugby are to be played according to stages which are: Stage 1 - 'Walla', Stage 2 - 'Mini' and Stage 3 - 'Midi'.

The NSWPSA State Carnival and "The Bryan Palmer Shield" are played under the Under 19 Laws in conjunction with the 'PLAYING IT SAFE' code.

Students 12 years old to under 19 level must play under the International Rugby Board Under 19 Laws and adhere to 'PLAYING IT SAFE' published by the Australian Rugby Union. Rule booklets and kits are available from the ARU and the NSWRU.

Students are to be instructed to use adequate sun protection, eg. an SPF15+, broad spectrum, water resistant sunscreen reapplied regularly.

TEACHER/INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

The coach must have appropriate expertise and/or training in the teaching/coaching of rugby league/rugby union. These details should be assessed and recorded by the principal.

A teacher must be present who has recognised current training in emergency care.

SUPERVISION

Where an adult other than a teacher is engaged to provide instruction, a teacher must be present to take overall responsibility.

It is recommended that qualified referees be used for inter-school competition.

In respect of supervision for spectators, principals should assess the proportion of supervising teachers to students on the basis of the number of students, their ages, maturity, special needs, the layout of the venue and spectator accommodation arrangements.

EQUIPMENT

Appropriate padding must be used on goal posts.

The state and national controlling bodies of these sports strongly recommend the wearing of a correctly fitted mouthguard during both training and competition.

Accordingly, students and parents should be advised of this recommendation and encouraged to comply.

Players should be encouraged to wear Standards Australia approved head gear designed primarily to protect the ears and head against abrasions.

Rugby league and rugby union players must wear only shoulder pads approved for their respective sport. For rugby union players, shoulder pads of the harness type (rugby league) must not be worn. Shoulder pads that cover only the shoulders and collar bone are acceptable. They must not have a sternum plate or reinforcing across the chest. Boots must conform to the Laws of the game. A well-equipped medical kit must be readily available.

VENUES

Enclosed grounds are preferred for inter-school fixtures. Grounds must be free of obstructions and loose objects and marked avoiding the use of hydrated lime. Spectators and reserve players must be positioned well back from the sideline during play.

SAFETY

Each school is required to have a structured training and coaching program and an agreed selection procedure for teams participating in intra and inter-school programs. Training must be specific to the player's position and physique.

Coaches of intra or inter-school teams must be aware of the specific strength and physical requirements of the activity, for example, the most desirable and suitable body build for a front row forward.

Students must be selected on the basis of ability and suitability for the position they are to play (refer to the memorandum: Rugby League/Rugby Union as School Sports - 87/094).

Students assessed as having an inappropriate physique for selection in the front or second row must not be allowed in any circumstances to play in these positions. Particular care must also be taken to prevent students with such physiques from playing in these positions as replacements or by positional changes during the course of a game.

If a front row or second row forward is replaced, the coach must ensure the replacement player has the appropriate training and experience for the position to be filled and the physical requirements for the position.

Rugby League: If a suitable replacement for the front or second row position is not available, the team must play one short or forfeit the game.

If a front row or second row forward is sent from the field, the coach must be given the opportunity to make a change to the playing personnel to ensure that these positions are filled by players with the appropriate training and experience. This may require the voluntary substitution of another player. The team involved should remain one player short.

Rugby Union: If a suitable replacement for the front or second row position is not available, then non-contestable scrums shall be played. Rugby union coaches should note that they are required to have at least four players who can play in the front row.

Any player ordered off shall be replaced. If a team is unable to provide a suitably trained front or second row replacement, the referee shall order non-contestable scrums.

Students should only participate in vigorous activities if medically fit. Students must not be allowed to play or continue to play if they are injured. If a teacher has reason to believe that a student is injured, the student must be removed from the play. Coaches must not allow students to return to playing after injury until it is clear that the injury has healed. If there is any doubt, the student is not to play until medically cleared.

Where possible, but particularly for representative matches, there should be a person present at each sporting venue who has current first-aid qualifications. A well-equipped medical kit must be available at each venue.

Warm-up and cool-down are vital elements in preventing injury and should be included before and after all training and competition sessions. Stretching activities performed in the warm-up should move the muscles through the full range of movement to be performed during the training session or game.

The warm-up should be continuous and lead into the training session. It should include games/ activities relevant to the session to be performed.

Students trialling for zone teams must present to the organisers, a permission note (similar to the school rugby union/league note) signed by the parent or caregiver.

Students must remove jewellery and other ornaments likely to cause injury.

INFECTIOUS DISEASES ("BLOOD RULE" PROCEDURE)

All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly.

A player who is bleeding must be removed immediately from the activity and not permitted to return until:

- the source of the bleeding has been controlled, the wound dressed and securely covered
- any blood covered body area has been cleaned thoroughly and any blood covered clothing or equipment has been cleaned or removed.

**RUGBY LEAGUE/UNION
Details of Coaches**

NAME OF COACH	QUALIFICATIONS AND EXPERIENCE

Principal's signature: _____ Date: _____

PERMISSION TO PLAY RUGBY LEAGUE/RUGBY UNION

The Principal

_____ School

I give permission for my child or ward _____
(full name)

to play rugby league/rugby union as part of the intra and inter-school sport program of the school. If my child is selected to play in trials and representative games at the zone and area level, I understand that I will be notified and my permission sought.

While I appreciate the efforts made by the school to minimise the possibility of injury, I understand that there will remain some degree of risk inherent in participation in what is essentially a body contact sport. I understand that the wearing of a correctly fitted mouthguard is encouraged in all games and training sessions

Under no circumstances should my child/ward be allowed to play/trial in the following positions:

Parent or caregiver's name: _____
(Please Print)

Signature: _____ Date: _____

RUGBY LEAGUE/UNION CHECKLIST

Checklist for school purposes only and confirming by appointed coaching staff. Documents of this nature should be kept within the school.

YES

<ul style="list-style-type: none"> Coaching staff are adequately experienced or qualified to supervise rugby league or rugby union programs. Principals should record details of coaches on the form provided above. 	
<ul style="list-style-type: none"> Written parental or caregiver permission has been received for all students participating. A proforma for this purpose is provided above. 	
<ul style="list-style-type: none"> Inspection of players' boots and apparel will be undertaken prior to each match. 	
<ul style="list-style-type: none"> Players will be allowed to resume play after injury only when it is clear the injury has healed. 	
<ul style="list-style-type: none"> Matches will be conducted only on grounds that are appropriately marked, avoiding the use of hydrated lime. 	
<ul style="list-style-type: none"> Padding will be affixed to goalposts. 	
<ul style="list-style-type: none"> As a matter of policy, spectators will be kept well back from the sideline. 	
<ul style="list-style-type: none"> Representative teams to all levels will train regularly and follow a structured coaching program. 	
<ul style="list-style-type: none"> The selection procedure involves consideration of the specific strength and physical requirements of particular positions, particularly front and second row. 	
<ul style="list-style-type: none"> A well-equipped medical kit will be available at each venue. 	
<ul style="list-style-type: none"> Where possible, a person with current first-aid qualification will be present at football matches. 	
<ul style="list-style-type: none"> In all intra and inter-school teams, only players who have had sufficient specific training and experience will be selected in the front row and second row. 	

SOCCER

Where considered appropriate, for example inclusion in a school sport program, parents or caregivers must be informed of full details of the location, supervision to be provided and activities to be undertaken when seeking their written permission.

Students are to be instructed to use adequate sun protection, e.g. an SPF 15+, broad spectrum, water resistant sun screen reapplied regularly and a hat where appropriate.

TEACHER/INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

The appropriate level of expertise and/or training required to conduct an activity will be dependent on whether the teacher's/instructor's role is one of supervision, instruction or coaching. Other factors to be considered are the nature of the activity, the age, ability and experience of the students involved. A teacher must be present who has recognised current emergency care training.

SUPERVISION

Where an adult other than a teacher is engaged to provide instruction, a teacher must be present to take overall responsibility.

It is recommended that qualified officials be used for inter-school competitions.

EQUIPMENT

Students must wear shin pads when boots are worn.

Students are to wear appropriate footwear such as soccer boots or sports shoes. If football boots are to be worn, no student should be permitted to play in any other type of footwear.

Boots must be inspected prior to the commencement of each game to ensure that studs do not have sharp edges or are excessively worn. Boots must conform to the rules of the game.

Goal posts and cross bars must be checked for stability prior to each game. Portable goal posts must be effectively anchored. Where possible, nets should be used.

Corner flags and other markers must be made of non-injurious material.

A well-equipped medical kit must be readily available.

VENUES

The ground surface must be free of obstructions and loose objects. Hydrated lime should not be used to mark fields.

SAFETY

Students must remove jewellery and other ornaments likely to cause injury.

Spectators and non-participating players must be positioned at an appropriate distance from the field of play during the game.

Each school should have a coaching program based on conditioning and progressive skill training methods.

Warm-up and cool-down are vital elements in preventing injury and should be included before and after all training and competition sessions. Stretching activities performed in the warm-up should move the muscles through the full range of movement to be performed during the session. The warm-up should be continuous and lead into the training session.

Where injury occurs during the game, the student must be excluded wherever there is any doubt as to the extent of injury or fitness to continue.

Teacher and coaches must exclude students from returning to playing after injury until it is clear that the student is fit to resume. If there is any doubt, the student is not to play until medically cleared.

Students must be made aware of the rules regarding dangerous play eg. tackling from behind, tripping and playing of the player, not the ball.

Where possible, ice should be available for the treatment of injuries.

INFECTIOUS DISEASES ("BLOOD RULE" PROCEDURE)

All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly.

A player who is bleeding must be removed immediately from the activity and not permitted to return until:

- the source of the bleeding has been controlled, the wound dressed and securely covered
- any blood covered body area has been cleaned thoroughly and any blood covered clothing or equipment has been cleaned or removed.

SOFTBALL

Where considered appropriate, for example inclusion in a school sport program, parents or caregivers must be informed of full details of the location, supervision to be provided and activities to be undertaken when seeking their written permission.

Students are to be instructed to use adequate sun protection, ego an SPF 15+, broad spectrum, water resistant sun screen reapplied regularly and a hat.

TEACHER/INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

The teacher/instructor must have appropriate expertise/competency and/or training in the teaching/coaching of softball.

SUPERVISION

If an adult other than a teacher is engaged for instruction, it is recommended that a teacher be present to take overall responsibility.

Someone with recognised current training in emergency care must be present.

EQUIPMENT

All equipment must be in good condition and match the size, strength and ability of the students.

It is recommended that schools should make available:

- at least four helmets per team which are of a size appropriate to the members of the team.
- sufficient helmets to accommodate structured practice sessions.
- catcher must wear a pair of leggings, a mitt, chest plate of appropriate size face mask with throat protector.
- batter must wear helmet. It is strongly advised to wear shin pads & mouth guard.
- fielders must wear a hat. It is strongly recommended that they wear shin pads and use a mitt of a good standard and appropriate size.
- sunglasses conforming to the Australian Standard AS1067, with plastic frames and Perspex lenses may be worn to protect eyes from UV radiation.

A well-equipped first aid kit must be readily available.

VENUES

The ground surface must be free of obstructions and loose objects.

The diamond area and ground must be inspected prior to the game to ensure that it is of a suitable standard for play.

SAFETY

Competition games and structured practice sessions should be modified, where appropriate, to suit the ability level and age of the participants.

Inexperienced players should be made aware of the rules and safety aspects prior to and during any form of softball.

If students are used as base coaches, they must be wearing a helmet whilst on the diamond.

Batters are not permitted to throw the bat after batting, accidentally or deliberately. Throwing a bat will result in a warning for the first offence, and the batter being given out for subsequent offences.

Batters should be seated outside the dead ball line, and only come up to bat when called by the umpire. This is for the safety of batter, fielder & runners.

FIRST AID & SAFETY

Someone with recognised current training in emergency care must be present.

Students should be instructed to consume water prior to and during the session to prevent dehydration.

When a player is batting or fielding in hot conditions, fluid intake may need to be more frequent.

In hot conditions, it is strongly advised that the catcher & pitcher be changed after 2 innings.

Students should be instructed to use adequate sun protection, eg. An SPF15+, broad spectrum , water-resistant sun screen reapplied regularly and a hat.

Where possible, ice should be available for the treatment of injuries.

INFECTIOUS DISEASES (BLOOD PROCEDURE)

All clothing, equipment and surfaces contaminated with blood must be viewed as potentially infectious and treated accordingly.

Participants who are bleeding must have their wound dressed and securely covered.

Any blood covered body must be cleaned thoroughly and any blood covered clothing and equipment cleaned or removed prior to the participant recommencing the activity.

SWIMMING AND WATER SAFETY

Many schools as part of sport, physical education or special focus programs engage in aquatic activities and conduct programs which may be categorised as:

- weekly training and instruction sessions which provide for water safety, life saving and advanced swimming programs
- intensive learn to swim and water safety programs
- recreational swimming incorporated in sport programs, school excursions and camp situations
- Surf education initiatives conducted by Surf Life Saving NSW and seaside councils and designed for students training to gain surf qualifications or developed as surf awareness programs.

For all aquatic programs and activities parents must be informed of full details of the location, supervision to be provided and planned activities to be undertaken when seeking their written permission. The permission note must contain a clause authorising medical aid if it is considered necessary by the supervising teacher. The note should also include a section where the parent advises the school of any illness or medical condition that the student suffers from, or any medication the student is currently taking (including asthma sprays, etc). If a student suffers from a medical condition which might put that swimmer at risk in the water, a medical certificate must be obtained for the student to participate in the swimming program.

Parents of students participating in excursions which incorporate aquatic activities must be asked to indicate the swimming ability of their children when giving consent. If parents indicate students are poor or non swimmers, principals will need to assess whether such students should participate in the swimming or water activities. This assessment will need to take into account whether flotation devices can be used to aid the student. This assessment must take place irrespective of parental permission for the students to participate in the swimming or water activities.

For students with disabilities, supervision requirements will vary and need to be assessed accordingly. Particular attention may need to be given to:

- the possible need for integration aides and trained volunteers with specialist expertise and qualifications who might advise on adaptations and improvisation before and during the activities
- consideration of fitness levels of participants
- the need for additional support or safety equipment, such as buoyancy vests
- suitability of facilities and access for students in wheelchairs or who have restricted mobility
- specific medical needs of students
- water temperature and weather conditions.

When epileptic students participate in swimming activities, there must be one supervisor, not necessarily a teacher, for each student in the water. A teacher must always be responsible for the overall supervision of the group.

Students are to be instructed to use adequate sun protection, eg. as a minimum a SPF15+, broad spectrum, water resistant sunscreen reapplied regularly and a hat when not in the water. For outdoor venues, parents and students should be advised to provide a shirt for additional protection in the water.

A rash vest is ideal for this purpose.

Where adults other than teachers, are engaged to assist school staff in the supervision or instruction of swimming groups, principals should refer to the appropriate Guidelines governing Student Welfare.

Sports activities and excursions involving water activities are to be accompanied by a staff member with current training in cardio-pulmonary resuscitation (CPR) and emergency care (Board Memorandum 93/3142). Re-accreditation for CPR is required annually and every three (3) years for the emergency care qualification.

STUDENT PREPARATION

Students need to be progressively introduced to and taught the skills needed for safe participation. To ensure that students have a safe and enjoyable experience, it is important that their skill levels and abilities are appropriate for the activity and the venue.

The preparation of students to be safe recreational swimmers will vary according to the student's age, ability and experience, the venue and the nature of the proposed swimming activity. Such preparation might include the following types of information and procedures:

- the potential risks of swimming at the selected venue
- the essential safe practices for swimming at the venue
- the boundaries of the swimming and out-of-water waiting, rest or playing area
- how to use swimming aids and other equipment safely
- who to notify if leaving or returning to the water
- designation of recreation and rest areas when out of the water
- what to do and or say if approached by an unwelcome member of the public
- any limitations to activities or play in the water
- the sun protection measures that are appropriate
- the response to any accident or other emergency that might occur

Weekly Training and Instruction, School Initiated Intensive Learn To Swim Programs and Recreational Swimming at Municipal, Commercial and School Swimming Pools Supervision

A minimum of two adult supervisors, one of whom must be a teacher, with appropriate expertise and qualifications must be present at all times.

Lifeguards at pools can only be used for supervision and counted in supervision ratios if they do not have general lifeguard duties at the venue at that time and their sole responsibility at the time is to the students in the program.

Principals and organising teachers should take into account such factors as age, ability, experience and maturity of the students and experience of the adult supervisors when arranging supervision.

A major factor when determining 'adequate supervision' that teachers must afford their students in aquatic activities is the swimming ability of the students in the class. Therefore, a reasonable assessment of student swimming ability should be made as close to the commencement of the activity as possible.

The activity supervision plan should include provision for students when they are not swimming. This would indicate where these students should be, what they can do and how they are supervised.

Provision needs to be made for the safe participation of weak or non swimmers. This may involve additional close supervision, restricting participants to shallow water or lanes alongside the pool edge, implementing a "buddy" system or using lane ropes as a safety device.

Where other groups receive instruction in water safety, life saving, and advanced swimming, numbers should be limited to ensure that instruction can be carried out effectively and with safety.

Schools should take into account the dangers associated with any congestion at the venue and the associated difficulties involved in providing organised programs of instruction when determining the total number of students attending the activities.

Principals must arrange swimming classes only for the number of students for which suitably qualified staff members are available. When a suitably qualified member of staff is not available (eg. through sickness), the swimming classes must be reduced by the proportionate number of students unless another suitably qualified teacher is available. Under no circumstances is a group to be left unsupervised.

Appropriately qualified and/or experienced adults may be included in the supervision plan, provided that the principal is satisfied with their ability and qualifications and that there are sufficient teachers to maintain control of the activity and be responsible for supervision.

All teachers must be ready to render assistance in case of an emergency. All supervising teachers should be in swimming attire.

The teacher-in-charge of the program must arrange for all areas of the swimming venue or facility to be supervised, including the changing facilities. Provision should be made for a male and female teacher (or parent if only one teacher) to supervise the respective male and female dressing places. Teachers-in-charge are advised to check with the facility management concerning their particular requirements in this area.

Underwater swimming should be restricted to that required in structured programs and closely supervised.

Teachers-in-charge of student groups must observe the following procedures:

- the roll is to be called immediately prior to the swimming party leaving the school and confirmed on arrival at the swimming facility
- students are to be counted and paired at the facility before entering the water
- each student is to be instructed to advise the teacher if his or her partner is in difficulties or cannot be located
- all students in the water must be continuously supervised
- students are to be counted immediately the lesson or activity concludes as they leave the water. Teachers must make a thorough check of the water to ascertain that all students have left the pool.
- teachers are to mark rolls after students have dressed and have congregated near the facility exit. Students are to be marked off the roll as they are dismissed and exit the pool premises. One teacher is to remain inside the venue until all students are marked off the roll and have exited the premises
- if a student is missing, teachers must check the pool, the pool surrounds and change rooms; inform the pool attendant and the student's parents or caregiver
- no misbehaviour or unsupervised diving is allowed. Account should be taken of any language difficulty in instructions and directions
- under no circumstances is a student to be dismissed or marked off the roll within the facility.

Supervision Guide

Programs/Activity Focus	Supervision	Teacher/Instructor Qualifications & Experience
<ul style="list-style-type: none"> School initiated intensive learn-to-swim programs in confined shallow water. 	<ul style="list-style-type: none"> Beginners - little or no experience 1:10. Intermediate - able to achieve basic survival skills 1:12. In addition to providing staff to fulfill instructional requirements, schools should ensure that arrangements have been made for supervision of the pool deck and for students who leave their instructional group for any reason. 	<ul style="list-style-type: none"> Teachers or community instructors engaged to instruct in learn-to-swim classes must possess the AUSTSWIM Teacher of Swimming and Water Safety qualification. At least one of the supervising teachers must possess recognised current training in CPR.
<ul style="list-style-type: none"> Recreational swimming which maybe incorporated in weekly swimming programs, school excursions or activity days. 	<ul style="list-style-type: none"> Schools must arrange for sufficient staff to control the activity. There should be a minimum of two adult supervisors present at all times. All supervisors must have the expertise to implement safety procedures. The number of supervising teachers will depend on student numbers and the type of activity and the conditions at the venue. However, the supervision ratio must not exceed 1:20. 	<ul style="list-style-type: none"> At least one of the supervising teachers must possess recognised current training in CPR. At least one supervisor must hold current qualifications in one of the following: AUSTSWIM Teacher of Swimming and Water Safety Certificate, RLSSA Bronze Medallion, Swimming Teacher Rescue Award, SLSA Patrol Bronze Medallion or SLSA Surf Rescue Certificate.
<ul style="list-style-type: none"> Weekly/intensive training and instruction providing for the teaching of life saving and advanced swimming. 	<ul style="list-style-type: none"> Group size will depend on a number of factors. As a guide, a 1:15 ratio for life saving classes is recommended for swimmers able to swim 25 metres or more confidently using a recognised swimming stroke. 	<ul style="list-style-type: none"> The teacher/instructor must have appropriate expertise and/or training in the teaching/instruction/coaching of swimming. At least one of the supervising teachers must possess recognised current training in CPR.

EQUIPMENT

The teacher-in-charge must ensure that appropriate rescue equipment, such as buoyancy and reaching aids, are readily available at the venue. Hoists for access to the pool may be required for some students with disabilities.

Regular inspections must be made to ensure that all teaching aids and safety equipment are in good condition. Teaching aids must be stored separately from chemical stores and plant rooms.

A well-equipped medical kit including resuscitation mask with a one way valve must be readily available.

VENUES

School, commercial or municipal swimming pools should only be used where facilities are assessed as suitable for the purpose of the activity. For example, sufficient shallow water for the conduct of learn-to-swim programs. Schools, in organising the aquatic activity, are advised to check with the pool management regarding allocation of pool space.

Where school and private pools are used:

- fencing around pool must conform to Local Council and any other statutory requirements that apply
- signage must conform to relevant Australian Standards and meet all statutory requirements that apply
- water quality is monitored regularly to meet Department of Health standards
- pool, pool deck, fittings and fixtures must conform to any industry or statutory requirements that apply.

The principal and the teacher-in-charge must ensure that where a municipal or commercial pool is not available, the alternative venue has been selected with consideration of the following:

- it is recognised as a safe swimming facility
- the boundaries of the safe swimming area are defined eg. a rope or floats or anchored buoys linked with ropes should be used
- that where instruction of non swimmers is to take place, suitable shallow water is provided
- conditions may dictate additional safety requirements and increased supervision to be provided
- that a supervisor with qualifications in rescue, resuscitation and first aid is present
- appropriate rescue equipment is readily available
- be free of current, wind and large tidal influences
- be free of any hazards both physical and biological.

SAFETY

The teacher-in-charge must ensure that all staff and students are adequately briefed in water safety and swimming techniques applicable to the lesson or activity, buddy safety system, appropriate communication signals, the cooperative nature of the activity and safe working practice.

The supervising teacher must be aware of the location of all participants in their charge. Procedures for regular, on-going accounting for the number of students in a group should be established.

No student is to enter the water without appropriate supervision.

A resuscitation chart(s) and a set(s) of pool rules must be posted in a conspicuous location(s).

A plan detailing emergency response procedures needs to be available for each swimming venue. Where such a plan has been developed by the owners or managers of the venue, staff must be familiar with the plan and be satisfied that it is appropriate for a school group. Where there is no pre-existing plan, the school needs to ensure that a plan is developed and that all instructors, supervisors and students are familiar with it. Plans detailing emergency response procedures should be available at the venue and should include the location and telephone numbers of the nearest emergency services (police, ambulance, hospital).

Emergency assistance equipment must be readily available at the facility.

Schools must take into account the dangers associated with any congestion that may be encountered at the pool and the associated difficulties involved in providing organised programs of instruction when determining the total number of students attending swimming classes.

Schools should check with the respective pool management regarding anticipated numbers and other booking requirements (eg. lane hire) prior to the scheduled classes.

Rules established by the facility controlling authorities regarding behaviour and hygiene must be adhered to and enforced.

Prevention of dehydration is essential during training and competition. Students should be encouraged to consume fluids prior to, during, and on completion of the activity.

SPECIAL FEATURES

The Royal Life Saving Society - Australia and Surf Life Saving Australia offer to teachers and students a comprehensive range of courses and programs for water safety, swimming, survival, lifeguarding and resuscitation. Of particular interest to all schools will be the very successful Swim and Survive and Surf Survival programs.

High Schools may also wish to take their students through the Bronze Award Scheme. Each program enables students to gain awards for performing simulated rescues and demonstrating various survival, swimming and rescue techniques.

SWIMMING AT BEACH LOCATIONS & INLAND WATERWAYS

Supervision

Principals and organising teachers should take into account such factors as nature of the activity, age, experience and maturity of the students, water conditions at the venue and experience and qualifications of the adult supervisors when arranging appropriate supervision.

The activity supervision plan should include provision for students when they are not swimming. This would indicate where these students should be, what they can do and how they are to be supervised. For students with disabilities, supervision requirements will vary and need to be assessed accordingly. In any case, the minimum supervision ratio for students who are not swimming should be no more than one staff member to twenty students (1:20).

A major factor when determining 'adequate supervision' that teachers must afford their students in aquatic activities in these locations is the swimming ability of the students in the class. Therefore, a reasonable assessment of student swimming ability should be made as close to the commencement of the activity as possible. Provision then needs to be made for the safe participation of weak or poor swimmers. This will involve additional, close supervision, restricting them to shallow water, and implementing a 'buddy' system.

A minimum of two adult supervisors with appropriate expertise and/or training in the teaching or instruction of swimming must be present at all times. They must also have the ability to competently initiate an emergency rescue. The adult supervisor to student ratio in any swimming activity is not to exceed 1:15. Refer to page 239 for a supervision guide.

At beach locations, at least one supervisor must possess a current SLSA Bronze Medallion or SLSA Surf Rescue Certificate.

At inland waterways, at least one supervisor must possess a current RLSSA Bronze Medallion or a SLSA Bronze Medallion or SLSA Surf Rescue Certificate.

All other supervisors actively supervising or instructing in the water must hold a current qualification in one of the following: RLSSA Bronze Medallion, SLSA Patrol Bronze Medallion or SLSA Surf Rescue Certificate, APOLA Ocean Safety Surf Coach Award, Surfing Australia Level One Coaching Certificate or AUSTSWIM Teacher of Swimming and Water Safety Certificate.

Lifeguards may only be included in the staff to student ratio if they do not have general lifeguard duties at the venue at the time, and their sole responsibility is to the students in the program.

Where a surf patrol or lifeguard is on duty and students are within the designated patrol area, staff members must still meet the qualifications requirements and maintain supervisory responsibilities.

The teacher-in-charge of the activity must arrange for all swimming areas to be supervised, including the change rooms and amenities. In addition, there must be at least one supervisor patrolling the venue to exercise overall supervision. All teachers must be ready to render assistance in case of emergency. It is desirable that all supervising teachers are in swimming attire.

Appropriately qualified and/or experienced adults may be included in the supervision plan, provided that the principal is satisfied with their ability and qualifications and that there are sufficient teachers to maintain control of the activity and assume overall responsibility.

Appropriate roll marking procedures must be established. As a guide, teachers-in-charge should refer to the procedures on page 234.

A Supervision Guide

Venue Type	Supervision
<ul style="list-style-type: none"> Confined shallow water at natural venues. 	<ul style="list-style-type: none"> Students with little or no experience - the adult supervisor : student should not exceed 1:10. A 1:15 ratio may apply to students who are able to competently swim 100m.
<ul style="list-style-type: none"> Deep open water including deep and/or flowing water at non-surf beaches, lakes and rivers. 	<ul style="list-style-type: none"> Students taking part in deep water activities should be able to competently swim, using recognised strokes, 200m. Students should be proficient in survival sculling and treading water. A supervisor: student ratio of 1:10 is recommended in these circumstances.
<ul style="list-style-type: none"> Patrolled surf beaches (Non-patrolled beaches are not to be used for swimming activities). 	<ul style="list-style-type: none"> As a guide, a supervisor : student ratio of 1:10 applies. However, supervision may need to be increased taking into account: <ul style="list-style-type: none"> type of activity/program eg. recreational swimming, structured surf awareness program, surf life saving student ages and experiences eg. no familiarity with surf at all student swimming ability use of supplementary support eg. instructors provided by SLS NSW or lifeguard services experience and qualification of teachers and adult supervisors

Note:

- A minimum of two qualified adult supervisors must be present at all times.
- A teacher must be present who has current training in CPR and emergency care.
- Group size should not exceed fifty students.
- The younger the student and the deeper the water, the greater will be the supervision required.

Equipment

Adequate and appropriate rescue equipment must be available and placed ready for use by suitably qualified teachers and/or instructors. Rescue tube or rescue board and fins are essential.

A megaphone, air horn, or whistle should be available to allow the leader and observers to communicate with those in the water.

An appropriate communication system must be readily available in the case of an emergency. Where mobile phones are to be used, teachers should be aware that they may not operate in all locales.

A well-equipped OH&S Category B first aid kit containing a resuscitation mask with one way valve must be readily available.

Venues

When assessing the suitability of a swimming venue prior to conducting the activity, considerations should be given to the following:

- the ages and abilities of the students
- the qualifications and experience of supervising staff
- the capacity to clearly define the swimming area
- analysis of risks and hazards to determine if a satisfactory plan can be developed to ensure the safety of students
- the depth and condition of the water in relation to the skills of the students
- available shelter from sun, wind and rain given likely weather conditions
- the suitability of facilities including the need for changing clothes and security of clothing
- emergency communication
- intrusion into the school group by uninvited members of the public
- first aid and rescue equipment
- venue access for emergency purposes.

The prevailing water or surf conditions must be assessed thoroughly by the teacher-in-charge/leader on arrival. If the conditions are unsuitable at any time, the swimming component of the activity must be cancelled. Teachers should ensure that students comply with signage and instructions from the beach patrol or facility authorities.

Beach Locations

Recreational swimming and body surfing is only to be conducted at a location recognised as a safe surfing location, where a surf patrol or council beach inspector lifeguard is operating and where rescue equipment is readily available.

A safe surfing area must be defined by the teacher-in-charge in consultation with the beach authorities and will always be indicated by flags. Students are to be instructed to remain within this area. Supervising staff should ensure that students remain in the designated activity area.

Schools are strongly encouraged to contact the respective seaside council lifeguard service, Surf Life Saving NSW or regional offices of the Department of Sport and Recreation in the planning of the activity.

These organisations are able to provide information and further advice concerning the conduct of the activity. Seaside councils or the local branch of Surf Life Saving NSW are often able to provide instruction in various surfing activities. Schools are advised to give advance notice to secure times and venues for their proposed activity.

Inland Waterways

Recreational swimming at an Inland water location is only to be conducted at an area recognised as a safe swimming location. Councils will be able to recommend suitable areas and advise on available water safety services.

The teacher-in-charge should produce a documented risk assessment of the activity prior to the activity being approved by the principal. This assessment will identify major risks and hazards and make judgements as to the likely occurrence of difficulties, their severity and consequences. It will indicate any actions that are being taken to minimise or reduce risks and hazards. The boundaries of the safe swimming area should be defined eg. floats or anchored buoys linked with ropes.

A supervisor or lifeguard with current qualifications in rescue, resuscitation and first aid must be present.

Safety

The teacher-in-charge must ensure that all staff and students are adequately briefed in water safety and swimming techniques applicable to the venue and the lesson, "buddy" safety system, appropriate communication signals, cooperative nature of the activity and safe working practice.

Signs, rules and conditions established by local controlling authorities must be observed.

Because of the risks inherent in aquatic activities, the teacher-in-charge of the group must ensure that a plan detailing suitable emergency procedures is in place and that it will ensure access to emergency support without compromising the duty of care to the group or a casualty. All staff must be familiar with the plan.

The supervising teacher must be aware of the location of all participants in their charge. Procedures for regular, on-going accounting for the number of students in a group should be established. A "buddy" system should be established for all water activities.

No student is to enter the water without appropriate supervision.

If the swimming venue does not have sufficient shade and shelter facilities, temporary shelter or shorter swimming sessions should be considered. Supervisors should be aware of conditions contributing to, and symptoms of, over exposure to heat (hyperthermia) and over exposure to cold (hypothermia).

Many natural venues do not have drinking water readily available. The provision of water and ensuring that the students drink it, particularly on hot days, should be included in the planning. Students are not, under any circumstances, to dig tunnels or large holes in sandy locations because of the unstable nature of the material.

Students must be advised of this instruction.

TENNIS

Where considered appropriate, for example inclusion in a school sport program, parents or caregivers must be informed of full details of the location, supervision to be provided and activities to be undertaken when seeking their written permission.:

Students are to be instructed to use adequate sun protection, eg. an SPF15+, broad spectrum, water resistant sunscreen reapplied regularly and a hat.

TEACHER/INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

The appropriate level of expertise and/or training required to conduct an activity will be dependent on whether the teacher's/instructor's role is one of supervision, instruction or coaching.

Other factors to be considered are the nature of the activity, the age, ability and experience of the students involved.

A teacher must be present who has recognised current training in emergency care.

SUPERVISION

Where an adult other than a teacher is engaged to provide instruction, a teacher must be present to take overall responsibility.

EQUIPMENT

Nets and supports must be in good condition. Students are to be instructed to keep tennis racquets in good condition. Students are to be instructed to wear footwear which is appropriate for the playing surface.

A well-equipped medical kit must be readily available.

VENUES

The court surface must be in good condition and free of obstructions and loose objects. Any equipment inside the fence that poses a danger to students must be removed. Gates must be closed at all times during play or practical activities.

SAFETY

Spectators and non-participating players are to be instructed to remain outside the court area during play.

Students are to be instructed not to enter other courts occupied by players to retrieve tennis balls (or for any other reason) whilst play is in progress.

Play must not be allowed on slippery wet surfaces. Some surfaces such as 'plexipave' become slippery with very small amounts of moisture.

Warm-up and cool-down are vital elements in preventing injury and should be included before and after all training and competition sessions. Stretching activities performed in the warm-up should move the muscles through the full range of movement to be performed during the session and be interspersed throughout the warm-up.

The warm-up should be continuous and lead into the training session. It should be fun and include games/activities relevant to the session to be performed.

In warm weather, dehydration can be a major problem. Students should be encouraged to consume fluids prior to, during and on completion of events.

Where possible, ice should be available for the treatment of injuries.

INFECTIOUS DISEASES ("BLOOD RULE" PROCEDURE)

All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly.

A player who is bleeding must be removed immediately from the activity and not permitted to return until:

- the source of the bleeding has been controlled, the wound dressed and securely covered
- any blood covered body area has been cleaned thoroughly and any blood covered clothing or equipment has been cleaned or removed.

TOUCH FOOTBALL

Where considered appropriate, for example inclusion in a school sport program, parents or caregivers must be informed of full details of the location, supervision to be provided and activities to be undertaken when seeking their written permission.

Students are to be instructed to use adequate sun protection, e.g. an SPF 15+, broad spectrum, water resistant sun screen reapplied regularly and a hat where appropriate.

TEACHER/INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

The appropriate level of expertise and/or training required to conduct an activity will be dependent on whether the teacher's/instructor's role is one of supervision, instruction or coaching.

Other factors to be considered are the nature of the activity, the age, the ability and experience of the students involved.

SUPERVISION

If an adult other than a teacher is engaged for instruction, it is recommended that a teacher be present to take overall responsibility. Someone with recognised current training in emergency care must be present.

EQUIPMENT

Non-injurious markers should be used to define the field of play. Half sphere markers are recommended and should be placed one metre outside the field of play.

Students are to wear appropriate footwear. If studded or cleated footwear is worn, the studs or cleats must be plastic or moulded rubber.

A well-equipped first-aid kit must be readily available.

VENUES

The playing area must be level and grassed and must be free of obstructions and loose objects. The ground should be inspected to see if it is suitable for play.

Hydrated lime must not be used to mark fields.

SAFETY

Students must remove all jewellery and other ornaments that may cause injury.

Students must be encouraged to keep fingernails short. Long fingernails should be taped.

Spectators and non-participating players must be positioned no less than five metres from the field of play.

Adequate warm-up and cool-down periods are necessary before and after play. Stretching activities performed in the warm-up should move the muscles through the full-range of movement to be performed during the game.

Where an injury occurs during the game, the student should be excluded wherever there is any doubt as to the extent of the injury or fitness to continue. Coaches should exclude students from returning to playing after injury until it is clear that the student is fit to resume. If there is any doubt, the student is not to play until medically cleared.

Students must be made aware of the rules regarding dangerous play, e.g. Tripping. They should also be made aware of the dangers involved in these activities. Tackling is prohibited.

Where possible, ice should be available for the treatment of injuries.

INFECTIOUS DISEASES (BLOOD PROCEDURE)

All clothing, equipment and surfaces contaminated with blood must be viewed as potentially infectious and treated accordingly.

Participants who are bleeding must have their wound dressed and securely covered. Any blood covered body must be cleaned thoroughly and any blood covered clothing and equipment cleaned or removed prior to the participant recommencing the activity.

TRIATHLON

Organisation requirements for a triathlon are clearly set out in Standards for the Conduct of Triathlons by the Multiple Endurance Events Committee and may be obtained from the NSW Department of Sport and Recreation.

Multi-discipline sports are increasing in popularity and offer a variety of training and cross training opportunities which are ideal for secondary students, provided that sensible guidelines and principles are followed.

Parents or care givers must be informed of full details of the location, supervision to be provided, activities to be undertaken, degree of difficulty, the contact system, cost and intended departure and return times before their written permission is obtained.

The permission note must contain a clause authorising medical aid if it is considered necessary by the supervising teacher. The note should also include a section where the parent advises the school of any illness or medical condition that the student suffers from, or any medication the student is currently taking (including asthma sprays, etc).

Parents or caregivers must indicate on the permission note that the student is capable of swimming, cycling and running the required distances.

Depending on the event, students are to enter as either individuals competing in each of the three legs of the course, OR as a member of a team competing in one or more legs of the course.

Students are to be instructed to use adequate sun protection, eg. an SPF15+, broad spectrum, water resistant sunscreen reapplied regularly and a hat where appropriate.

SUPERVISION

The teacher-in-charge or the organiser must be experienced in the conduct and organisation of triathlons.

A teacher must be present who has recognised current training in cardio-pulmonary resuscitation and emergency care.

The number of students competing and the available support must be considered when setting out the course and ensuring that there are sufficient teachers and marshals to monitor each leg of the event. A staff : student ratio of 1:12 should be used as a guide.

EQUIPMENT

Dress should be appropriate for each leg of the triathlon, eg. costume for swim, comfortable clothes for run and cycle legs.

A wetsuit is recommended for the swim section in cold water.

A bright coloured swim cap must be worn by each swimming competitor.

Closed footwear must be worn for both the run and cycle sections.

Swim

There must be rescue or safety craft on the swim course while swimmers are in the water. A lead board/boat should ensure that swimmers follow the correct course. Additional boards/craft should be provided to ensure the safety of competitors for the entire swim course. This will ensure that the slower competitors are monitored and accounted for out of the water. In protected water swims, a rescue board to swimmer will have a ratio of 1:12

Different brightly coloured marker buoys should be used at appropriate intervals along the course, at turns and to indicate hazards.

Sufficient water borne rescue or safety craft are required to adequately monitor competitors.

Cycle

A hard shell helmet of Standards Australia approved design must be worn by all cyclists. Helmets should be securely fastened before unracking cycles and must remain fastened until competitors have racked their cycles at the completion of the cycle leg.

Cycles are to have a high standard of maintenance, especially gears, brakes and tyres.

Road markers and witches hats will be required along the course, as well as direction markers.

Warning signs "CYCLE RACE IN PROGRESS" must be displayed at strategic points.

Appropriate footwear must be worn.

Run

Road markers and witches hats will be required along the course, as well as direction markers.

VENUES

Where necessary, approval for the venue and course must be gained from the various local authorities, eg. police, local council, Waterways Authority.

Swim

The course should be designed to cater for the age and development of the students involved.

The swim course should be held in enclosed protected waters, with minimum currents, subject to slow tidal flow, and if possible protected from the wind.

The entry and departure points for the swim should be sufficiently wide to avoid congestion and clearly marked. The swim start shall be in at least waist deep water and shall not involve a running start. Swim entry and exit points must be inspected for depth, cleanliness and debris where protected water swims are used.

The course must be designed so that emergency procedures can be carried out from all sides of the course.:
A triangular course is desirable - 'out and back' courses must be avoided

The course must be defined by brightly coloured buoys.

Any hazards must be removed where possible or clearly identified.

Cycle

The transition area must be selected with consideration of the following :

- crossings at the entry and exit points and in the bike compound must be avoided

The bike compound should be:

- located immediately adjacent to a hard surface roadway large enough to provide three to five metres between bike racks (if used) to permit multiple side by side bicycle mounting and dismounting

Where bike racks are provided, a range of race numbers should be assigned to each rack with specific spaces for each student.

The transition areas must be large enough to take cycles, competitors and handlers (if used) and have clearly defined entrances and exits.

The cycle course must be selected with consideration of the following :

- course must be a wide, hard surfaced roadway with exclusive use if possible. Every effort should be made to conduct the cycle course on a "car free" road. The police and local council may assist in this regard.
- head to head confrontations and the number of laps must be minimised
- normal vehicular traffic patterns must be followed so as to allow cyclists to ride with traffic.
- the road chosen should allow for ease of passing competitors by other competitors and other road users.
- railroad tracks, bridges with grates and drawbridges must be avoided.
- sharp turns and right hand turns across traffic must be minimised.
- quick succession of turns in opposing directions must be minimised.
- stop signs and traffic lights must be avoided.

Marshals must be positioned at intersections.

Run

The run course must be selected with consideration of the following:

- grass or dirt running surfaces are preferred
- courses are reasonably flat, have a smooth surface which provides firm footing
- the crossing or overlapping of a bike leg must be avoided.

SAFETY

Triathlons need to be well planned. Students must be briefed in regard to safety issues. The group leaders should carry a card detailing procedures to follow in emergencies and contact numbers. All party members should know how to put these procedures into effect.

The NSW Triathlon Association recommends that the maximum distance for each leg of the course should not exceed:

- Under 20 years of age - Swim 750m, Cycle 20km, Run 5km
- Under 16 years of age - Swim 600m, Cycle 6km, Run 4km
- Under 14 years of age – Swim 450m, Cycle 12km, Run 3km
- Children under 13 years of age are not encouraged to be seriously involved in the multi-discipline event of triathlon. Suitable lead up activities of splash and dash type fun activities can still be attractive for young athletes. .
- Teams Events: as per age distances. The time for completion of events should not exceed 1.5 hours.

A medical director (qualified doctor) should be appointed to coordinate all aspects of medical treatment.

There must be sufficient personnel qualified in first aid stationed along the course as well as monitors who can recognise hypothermia in swimmers, distress, hyperthermia and dehydration in runners and cyclists. It is recommended that three officials qualified in first aid be appointed for every 100 competitors.

Competitors are to be fully briefed on the rules, safety regulations and the course. If possible, the students should be shown over the course prior to the event.

All competitors must be tested (at a time prior to the event) to ensure they can swim the required distance.

The rescue or safety craft used in the swimming leg must be operated by, or carry, personnel qualified in life-saving procedures.

Cyclists and runners must be instructed to strictly obey traffic regulations.

A medical vehicle should be available and have access to both the run and cycle course at all times.

There should be lead and trail vehicles provided for both the cycle and run.

There should be two-way communication provided for the race director/marshals/medical control, medical vehicles and lead and trail vehicles. A mobile phone to be used in emergency situations is desirable but organisers of the event should allow for the fact that they may not operate in all locales.

There should be drink and aid stations provided along both the cycle and run course. The maximum distance between drink and aid stations should not exceed 2km on the run course and 5km on the cycle course. Students should be encouraged to consume fluids prior to, during and on completion of the event.

SPECIAL FEATURE

Teachers must abide by the guidelines for cycling-on-road and swimming which are detailed in this manual.

Teachers planning triathlon events need to be familiar with the procedures detailed in the memorandum Excursions and Other Lists (97/137).

INFECTIOUS DISEASES (BLOOD PROCEDURE)

All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly.

Participants who are bleeding must have the wound dressed and securely covered.

Any blood covered body area (and surface area where appropriate), must be cleaned thoroughly and any blood covered clothing and equipment cleaned or removed prior to the participant recommencing the activity.

VOLLEYBALL

Where considered appropriate, for example inclusion in a school sport program, parents or caregivers must be informed of full details of the location, supervision to be provided and activities to be undertaken when seeking their written permission.

Where outdoor courts are used, students are to be instructed to use adequate sun protection, e.g. an SPF 15+, broad spectrum, a water resistant sunscreen reapplied regularly.

TEACHER/INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

An appropriate level of expertise and/or training in the teaching/coaching of volleyball will be dependent on whether the teacher's/instructor's role is one of supervision, instruction or coaching. Other factors to be considered are the nature of the activity, the age, ability and experience of the students involved.

A teacher must be present who has recognised current training in emergency care.

EQUIPMENT

Where the nets are held up by freestanding poles, there must be a weighting system to prevent the poles from falling over. No part of the pole or base is to protrude onto the court.

Winch handles on posts should be removable. Any winding equipment on posts must be padded.

Guy wires to support posts should be avoided if possible. Where schools elect to use these, they must be clearly visible to players and covered with protective pads.

Referee stands and chairs for linespeople must be positioned with regard to player safety.

A well-equipped medical kit must be readily available.

VENUES

The court surface must be free of obstructions and loose objects. Courts must be positioned well clear of walls and roof support structures.

Where beach volleyball is conducted, the court area must be carefully inspected for solid or sharp objects prior to the activity commencing. The recommended minimum depth of sand is 50cm.

The immediate surrounds of the court perimeter must have a space clear of any objects or obstacles, e.g. equipment.

Lights at indoor facilities must be covered with metal guards or similar.

SAFETY

Students should tape or cut long fingernails.

Students must remove jewellery and other ornaments likely to cause injury.

Students must wear footwear which is appropriate for the playing surface.

Spectators, non-participants, players and belongings must be positioned well clear of the court boundary to avoid interfering with the safe movements of the players.

Play must not be allowed on wet or slippery surfaces.

Warm-up and cool-down are vital elements in preventing injury and should be included before and after all training and competition sessions. Stretching activities performed in the warm-up should move the muscles through the full range of movement to be performed during the session and be interspersed throughout the warm-up.

The warm-up should be continuous and lead into the training session. It should be fun and include games/activities relevant to the session to be performed.

Where possible, ice should be available for the treatment of injuries.

INFECTIOUS DISEASES ("BLOOD RULE" PROCEDURE)

All clothing, equipment and surfaces contaminated by blood must be viewed as potentially infectious and treated accordingly.

A player who is bleeding must be removed immediately from the activity and not permitted to return until:

- the source of the bleeding has been controlled, the wound dressed and securely covered
- any blood covered body area has been cleaned thoroughly and any blood covered clothing or equipment has been cleaned or removed.