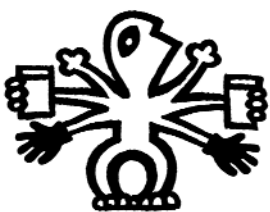




SMARTPLAY SAFETY GUIDELINES

FOR SPORTING CLUBS, ASSOCIATIONS & FACILITIES



SMARTPLAY

Acknowledgement

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HEALTH THROUGH SPORT

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SAFETY GUIDELINES FOR CLUBS, ASSOCIATIONS & FACILITIES


Forword

The development of sport safety plan is an extremely important component for sport and recreation clubs, associations and facilities in providing a safe and healthy environment for participation.

SMARTPLAY Safety Guidelines for Clubs, Associations and Facilities have been developed as a generic sample plan to assist sporting clubs, associations and facility managers to develop and implement sport safety policy and practice. This resource incorporates a number of existing preventative medicine and safety policies. These are referred to throughout the document and can be accessed as appendices (see p.16 for listing).

- This document is a STARTING POINT for clubs/associations/facilities to commence developing and implementing policies for all club/association/facility participants.
- Club officials and facility managers SHOULD NOT however, feel compelled to develop and implement all safety plan areas/policies at one time or within the one season.
- It is recommended that you BREAK DOWN the process of development and implementation of your safety plan into practical, achievable, workable “chunks”.
- IMPORTANTLY, you can tailor this document to be sport/club/facility specific.

- Conduct an initial sports safety review/audit to assist in prioritising focus areas for progressive development and implementation of safety initiative/policy areas. This document can be used as a basic audit tool.
- Maintain a degree of flexibility within your timelines.
- Conduct a regular review of your safety plan and policies, annually if possible.

Use the tick box system  to track the items addressed by your club/facility until, over time, all items are addressed and “ticked-off”.

You may want to insert additional points (tick box items) that are relevant to your club/association/facility environment into particular areas of this generic sports safety plan framework.

Good luck in the process of planning to make your sport safer.

For further information contact SMARTPLAY at Sports Medicine Australia - Vic Branch ph: 03 9654 7733.



SMARTPLAY CHECKLIST

1. MEDICAL HISTORY FORM

It is important that players, coaches, managers, medical staff and sports trainers are aware of any medical conditions that may impact on a player's participation. This includes, but is not limited to chronic infections, cardiovascular abnormalities, musculoskeletal problems such as arthritis and medical conditions such as asthma, diabetes and epilepsy.

- A confidential Participant/Official/Player Medical History Form will be completed by all participants at the beginning of each season (see Attachment 1- *Medical History Form*).
- Players with pre-existing medical conditions will be encouraged to obtain suitable medical clearance prior to participation.
- Coaches/Team Managers/Sports Trainers will be responsible for making themselves aware of their players' medical history and of medications that individual athletes require.
- All Medical History & Injury Record forms will be kept in a secure place (as identified with your organisation's Privacy Policy). Our organisation will take reasonable steps to protect information that we hold against misuse, loss and from unauthorised access, modification and disclosure.
- Once personal information is no longer needed for any purpose, our organisation will take reasonable steps to destroy or permanently de-identify that personal information.

2. INJURY RECORDS

Monitoring all injuries at a club/association/facility level is a useful way of identifying preventable hazards associated with the sport or playing environment. By recording injuries, our clubs/associations/facilities are better able to:

- 1) determine the most frequently occurring injuries and
 - 2) take the necessary steps and initiate preventative measures to reduce their incidence.
- Injury record forms will be maintained by (insert your association/club/facility name here). (see Attachment 2).
 - The responsibility for this at the (insert your association/club/facility name here) will be accepted by (insert the position that is responsible for this eg coach/manager/sports trainer).
 - Injury record forms will be reviewed at the end of each season/year to identify any areas for prevention activities.

3. INJURY REFERRAL

Injury referral goes hand in hand with the initial management of injuries by the sports first aider and sports trainer. Simple communication structures will be established with appropriate medical professionals to ensure injury treatment is available to all injured personnel to enable them to return to play swiftly and safely.

- In case of injuries, a referral system with local sports medicine professionals will be in place. The responsibility for establishing this referral system will sit with (insert the name of a club/facility representative here).
- The local hospital/sports injury clinic will be notified of our club's/facility's game schedule in advance of the season/ carnival/ event commencement.

4. MODIFIED SPORT

Modified sports are a great way to introduce children and novices to our sport. Many sports in Australia have modified versions that enable more people to access sport through the club/association/facility environment.

- Modified rules will be supported and endorsed for junior players.
- Our club will support modified rules for seniors and disabled participants and these are provided.
- Appropriately modified equipment will be made available for these groups.

5. HEALTH POLICIES AND GUIDELINES

Good health is in the interest of all participants within our club/facility environment. Health policies and guidelines enable clubs/facilities to better deal with some of the many emergencies and potentially dangerous situations that may arise. This section also provides club officials/facility managers with direction in assisting individuals who may be at greater risk than the general population due to their physical condition or age.

Hydration

- Fluid replacement guidelines will be actively promoted through our club/facility.
- Clean drinking water will be available at training and games.
- Each player will have a water bottle with their name clearly marked upon it (see Attachment 3: *SMARTPLAY Drink Up Brochure*).

Infectious Diseases

- The Sports Medicine Australia Infectious Diseases Policy will be strictly adhered to at all times (see Attachment 4: *Sports Medicine Australia Infectious Diseases Policy*).
- This policy will be distributed to all coaches, officials and players.
- The (insert club/facility name here) will strictly adhere to the 'blood rule' guidelines as set out in the rules of our game and as set out in the infectious diseases policy.
- Sharing of water bottles will not be permitted.
- First aid and medical staff will follow the Sports Medicine Australia policy with regard to handling bleeding wounds.

Emergency Plan

- An emergency plan/procedures will be developed, documented and communicated to all of our members/delegates/coaches/patrons etc.
- In the case of an emergency (nominate coach/facility manager/sports trainer/referee) will direct procedures.
- A telephone (a mobile telephone where practically possible) will always be accessible for emergencies. It is located (insert location of telephone).
- Emergency telephone numbers will be posted (please specify where - preferably by the phone). eg. Ambulance, after hours dentist and medical clinic.
- Emergency vehicles will be provided clear access to our venue at all times. The access area for emergency vehicles, will be kept clear at all times (nominate area that is to be kept reserved for emergency vehicles).
- Easy access for stretchers will be provided between playing areas.
- All players, coaches, managers, officials, sports trainers parents and patrons will be notified regularly about our emergency procedure.
- A stretcher will be available at all matches and events conducted.
- A designated stretcher team (nominate members) who are appropriately trained in stretcher use (and appropriate situations for it's use) should be on hand. This is to be coordinated by (sports trainer/other trained personnel).

Children in Sport

- The club's guidelines/policies on the participation of children in sport is based on the *Children in Sport Guidelines* produced by Sports Medicine Australia (SMA) and the Australian Sports Commission (ASC).

Pregnancy in Sport

- Our club/facility policy on pregnant women is based on the *Pregnant Athlete and the Law Guidelines* produced by the Women and Sport Unit at the ASC and SMA.
- Our club/facility encourages women participants to seek medical clearance prior to participation whilst pregnant.

Alcohol Usage

- Our club/facility strongly discourages the consumption of alcohol before, during and immediately after participation.
- In the interests of the health, comfort and safety of all our patrons the (please insert club/facility name) actively encourages a responsible service and consumption of alcohol environment.
- Our organisation responsible alcohol consumption policy. For the latest information contact the Australian Drug Foundation on Ph: 03 9278 8100

Drugs in Sport

"Drug" use in sport is a much wider issue than the use of legal or illegal substances for performance enhancement. Importantly, it also includes the safe use of medicines and social drugs (such as alcohol and tobacco) and the need to support elite athletes who are eligible to be drug tested, to ensure all drugs and substances they take are permitted.

- Policies and procedures are in place to encourage :
 - safe drug use practices
 - moderate alcohol consumption & a smoke-free environment
 - address misuse of drugs or substances
 - support elite athletes who are eligible to be drug tested

Smoke Free

For the health and safety of our participants and patrons our facilities are smoke-free.

Assistance is available for your organisation to go smoke-free. Contact Quit Victoria on Ph: 9635 5505

Asthma Management

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

- Our organisation has Asthma First Aid trained personnel on hand at training and games
- Asthma First Aid Kits are available to those trained in Asthma First Aid
- Coaches/Sports Trainers are aware of the participants with Asthma and encourage these individuals to have up to date Asthma Management Plans.

References:

- *Safety Guidelines for Children in Sport* (Sports Medicine Australia and Australian Sports Commission publication).
- *Sports Medicine Australia Guideline: Participation of the Pregnant Athlete in Contact and Collision Sports*.
- *The Pregnant Athlete and the Law* available from State Departments of Sport and Recreation.

6. SPORTS FIRST AID AND SPORTS TRAINERS

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

First Aiders and Sports Trainers

- Each team will have support personnel with at least a (Senior First Aid/Sports First Aid/Sports Trainers - please indicate qualification).
- It is the responsibility of (insert the name of a club/facility representative here) to ensure the qualifications of the sports trainers and sports first aid staff are up to date at the start of each season.
- The nominated first aider/sports trainer with each team will maintain injury records for that team.
- A sports first aider is present for all competition events.

- The role and responsibility of the sports trainer and sports first aider are attached to this plan (see Attachment 5: *Roles and Responsibilities of the Sports Trainer*). This will be distributed to all relevant club members.
- The sports trainer/sports first aider has been approved by our club/facility as being an appropriate person to fulfil the roles and responsibilities, as set out in Attachment 5.
- The sports trainer/sports first aider will be expected to, and act within, the limitations of their training, (as outlined in Attachment 5: *Roles and Responsibilities of the Sports Trainer*).
- Our facility has a policy for the management of head injuries.

First Aid Facilities

- The designated first aid area is (insert the name of the club/facility/room/area here).
- The hygiene of this area will be the responsibility of (insert the name of a club/facility representative here).
- Surgical gloves are provided for sports trainers, first aiders and other medical staff for the treatment of bleeding wounds.
- An appropriate procedure for the disposal of bloodied material and waste products will be followed (please specify).
- A first aid kit/supply cabinet meeting the recommendations of the First Aid Equipment brochure, will be maintained at all times (see Attachment 6: *First Aid Equipment*)
- The responsibility for the maintenance of the first aid supplies is (insert the name of a club/facility representative here).
- Ice will be available at each training and competition, the person responsible for this will be (insert the name of a club/facility representative here).
- A stretcher/wheelchair in good condition will be available for use by trained personnel.
- Emergency plan/procedures/telephone numbers will be displayed in the first aid area.



7. PHYSICAL PREPARATION

Warm Up, Flexibility and Stretching

- Participants of all ages and all skill levels will all be instructed in the correct warm up, stretching and cool down methods for (insert the name of your sport here) (see Attachment 8: *SMARTPLAY Warm Up Brochure*).
- Warm up and cool down, as specified, will be a requirement of all players prior to participation in training and game activities.
- Stretching is incorporated in all warm up and cool down sessions.
- Failure by participants to participate in a thorough warm up prior to training or game activities will require the participant to (insert the action here).
- All players have access to SMARTPLAY Warm Up resources.

Skills

- Training in the skills of (insert the name of your sport here) will be provided at all training sessions.
- Training sessions will incorporate instruction or information on injury prevention specific to (insert your sport/activity here).
- Participants will be encouraged to participate in sport safety or first aid training.

Maturity or Body Type

- Common sense will be used with consideration being given to the age, size, body shape, sex, strength, skill and psychological maturity of the players.
- The physical characteristics of the junior participant will be matched as closely as possible to the demands of the position/role they are being selected to play in.
- Participants/coaches/managers will be made aware of specific gender issues in sport and physical activity including, but not limited to, body image, nutrition and associated health conditions.

Reference:

Sports Medicine Australia Safety Guidelines for Children.

8. COACHES AND OFFICIALS

Qualifications and Accreditation

- All coaches/officials (referees, umpires, judges etc.) will be accredited to a minimum of Level (insert level here).
- It is the coach's/official's responsibility to ensure their accreditation is kept current.

- Coaches/officials failing to maintain the currency of their accreditation will (insert consequence here).
- All coaches/officials will attend (insert number here) hours of update training relevant to their responsibilities every (insert number here) years.
- All coaches will be required to undergo a (insert qualification/accreditation level here eg sports first aid) through SMA or other recognised provider.
- Activities will be run in accordance with the following safety guidelines. (Safety guidelines applicable to the sport/facility should be inserted here. These should also include guidelines applicable to age and disabilities.)
- Coaches, officials, supervisors and facility managers should make participants aware of safety issues. This will be achieved using a variety of methods including presentations, newsletters and pre-event addresses.
- Coaches, officials and supervisors will conduct themselves as positive role models by following our club/association/facility codes of behaviour.

References:

- *Aussie Sport Codes of Behaviours.*
- *Keeping Sport Fun and Safe - Codes of Behaviour for User-Friendly Junior Sports Clubs* (Department of Victorian Communities)

9. EQUIPMENT

Correct equipment is fundamental, whatever the sport being played. Unfortunately most equipment doesn't last forever. However, with the correct use, care and maintenance our club will ensure we get the maximum protection and benefit from these resources.

Playing Equipment

- Only equipment that conforms to the regulations of our/the sport will be used for training and competition.
- Playing equipment will be maintained and checked every (insert the frequency of inspection).
- Where stated, equipment will be maintained according to manufacturers guidelines or recommendations.
- Equipment will be used strictly for the purpose it was designed.
- When in use, the playing equipment will be inspected to ensure that it is in the correct position and properly secured where appropriate.
- When not in use the equipment will be properly stored safely and securely. The safe storage of such equipment will be the designated responsibility of (insert the name of a club/facility representative here).

Protective Equipment

- Our club/facility promotes the use of protective equipment (see Attachment 7: *SMARTPLAY Gear Up*).
- All participants will be dressed according to the safety dress code for our sport/activity. The dress code will incorporate relevant protective equipment. (Please refer to the National or State peak body for recommendations).
- This safety dress code will apply during training and competition. The safety dress code is visible and promoted to all players.
- Players failing to adhere to this safety dress code will be prohibited from participating in training or competition activities. All safety and protective equipment worn by participants including, but not exclusive to, helmets, mouthguards and body padding conforms to recommended safety or industry guidelines.
- The club/facility provides mandatory protective equipment for its participants or provides incentives for players to purchase protective equipment.
- All shared protective equipment will be hygienically cleaned between player use.
- All protective equipment will be used for the purpose it was designed.
- All equipment will be properly maintained and stored safely and securely.

10. PLAYING ENVIRONMENT AND FACILITIES

As is the case for workplaces, our club/facility has a responsibility to ensure the environment in which our sport takes place is as safe as possible. Many aspects of the physical environment are able to be controlled by our club/facility whilst others such as weather conditions will be considered in the planning and timing of activities.

General

- Facility inspections are conducted (insert frequency - weekly/fortnightly/monthly).
'Natural Hazards' are checked regularly and are appropriately signed. eg. watercourse, main roads etc.
- A process/system is in place to regularly update facility staff regarding new activity hazards and safety measures.
- Formal facility staff induction incorporates a sport safety issues component.
- Portable signage is used to warn of temporary hazards. eg. slippery floors
- Fire extinguishers are easily accessible and are regularly maintained/serviced.
- Facility structures and equipment comply with laws, regulations, rules and standards.
- There is a system in place for reporting of unsafe conditions/hazards and correcting them

Surfaces

- All playing surfaces will be inspected prior to each game and training session.
- Any foreign debris or items which may cause harm or injury will be removed prior to the commencement of any activity.
- Playing surfaces will be removed of any holes and any uneven sections and are levelled or repaired to reduce the likelihood of tripping, falling and associated injuries.
- Paths and other structures such as cricket pitches on, and in the immediate vicinity of the playing fields will be covered sufficiently with sand or soil unless they are an essential part of the playing arena.
- Indoor playing surfaces will be checked to ensure the following:
 - The area is void of surface water.
 - Dust and other grip reducing substances are thoroughly removed and the surface is clean.
 - Lines markings are secure.
- Grassed outdoor playing surfaces will be checked to ensure the following:
 - Grass is mown.
 - Sprinkler heads are covered.
 - Lines are marked with non toxic paint.
 - Non-toxic fertilisers & sprays are used appropriately by trained grounds-people

Venues

- Lighting will be bright and regularly maintained in:
 - Playing areas.
 - Change facilities.
 - Thoroughfares, entrances and corridors.
 - Car parks.
 - Emergency exit lights.
 - Outside the building/complex and in the carpark (for safety of patrons arriving and departing).
- Posts, fencing and other hard objects that may be collided with in the course of play will be :
 - Adequately padded to a sufficient height.
 - Securely fixed.
 - Where realistically possible, constructed to enable them to 'give' in the advent of a collision. eg corner posts in soccer, race poles in skiing.
- Activities in which landing/falling is anticipated, will have the landing area and surrounding areas adequately padded with safety mats or similar.
- Spectators will be adequately separated from players and the likelihood of collision with players by fencing or an appropriate barrier.

- Adequate space will be available between adjacent sporting fields and arenas to ensure there is no likelihood of collision between players and other objects. Practical steps will be taken to minimise the chance of collision with non-participants. eg. provision of a run-off area.
- Change rooms, including shower and toilet facilities will be cleaned after each period of use and kept in a clean and hygienic state. Shower facilities will be equipped with:
 - Non slip mats.
 - Hot and cold water.
 - Hot taps marked.
- This facility provides adequate ventilation and temperature control.
- Easy access to clean drinking water is provided.
- All facility entry/exit points are secure and free from hazards.
- Facility emergency exits have fire doors.
- Chemicals will be stored and safety signs installed according to laws, regulations, rules and standards.

Environment and Weather Conditions

- Our club delegates/facility staff will be made aware of the factors that can contribute to heat illness. (see Attachment 9: SMA - *Beat The Heat - Playing Safely in Hot Weather*). This includes provisions for:
 - Timing and re-scheduling of games.
 - Adequate fluids for participants.
 - Additional or extended breaks for participants.
 - Adequate shading and air movement.
 - Rotation of players.
 - The age of the participant.
- Our club/facility will develop and implement a policy which enables events to be postponed or cancelled due to storms, lightning or other adverse inclement weather. This includes the rescheduling of activities to be held outside the peak ultraviolet radiation times, (11.00am - 3.00pm daylight saving time) wherever possible.
- Shade or shelter will be routinely provided by:
 - Existing buildings, structures or trees.
 - Portable shade structures.
- Routine use of Water Resistant SPF 30+ Sunscreens will be promoted/provided by our club/facility. Sunscreen will be promoted by our club/facility or players and participants will be encouraged to regularly apply sunscreen to exposed body parts through the promotion of responsible practices. For further information call SunSmart on Ph: 03 9635 5000

- Our club/facility will promote or supply participants with uniforms that include:
 - long sleeved tops/shirts with collar.
 - wide brimmed legionnaires hats.
 - sunglasses.
- Aquatic sports clubs/associations/facilities will develop and implement guidelines/policy regarding:
 - water quality, temperature
 - wind safety levels / limits
 - wave height

11. INSURANCE

- Our club/facility will give consideration to the following types of coverage as part of their insurance program:
 - Professional indemnity.
 - Directors and officers' liability.
 - Volunteer workers insurance
 - Sports insurance.
 - Property insurance.
 - First aid treatment risk.
 - Member to member cross liabilities.
 - Umpires/referees liability.
 - Tenants liability.
 - Goods sold/products liability.
 - Property in physical and legal control.
 - Property owner liability.
 - Car parks.
 - Workers compensation.
 - Motor vehicle insurance.
 - Sports Trainers Indemnity.
- Our insurance policy will complement our sport safety plan and will not replace it.
- Our club/facility will seek adequate insurance to cover all catastrophic and negligence liability.



ATTACHMENTS

These attachments are able to be downloaded from www.smartplay.com.au. Some are also available from Smartplay on 03 9654 7733.

Attachment 1 *Sports Medicine Australia - Medical History Form*

Attachment 2 *Sports Medicine Australia - Injury Record Form*

Attachment 3 *SMARTPLAY Drink Up Brochure*

Attachment 4 *Sports Medicine Australia - Infectious Diseases Policy*

Attachment 5 *Roles and Responsibilities of the Sports Trainer*

Attachment 6 *First Aid Equipment*

Attachment 7 *SMARTPLAY Gear Up*

Attachment 8 *SMARTPLAY Warm Up Brochure*

Attachment 9 *Beat The Heat - Playing Safely in Hot Weather*

For more information contact Smartplay or Sports Medicine Australia in your state or visit : www.smartplay.com.au

Smartplay and Sports Medicine Australia - Vic Branch reserve the right to update or withdraw any listed resources or guidelines displayed throughout this resource.

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