SPORT RISK MANAGEMENT


June, 2008
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## Important Notice

**Limitation of Application**

This document, and the instructions, forms, standards, assessment processes, etc contained herein are only to be used for the identification and assessment of risk associated with SATIS managed and/or sanctioned matches or sporting events (sports carnivals, regattas, etc), or training sessions associated with those matches or events.

This document does not apply to, and should not be used, to assess risks associated with sporting matches or events which are not managed or sanctioned by SATIS. Without limiting the scope of this exclusion this would include; non SATIS inter-school matches or events; intra-school matches or sporting events; school sport’s trials and training sessions; training sessions, matches, or events conducted under the control of other sporting bodies; etc.
Introduction

These guidelines and checklists have been developed for use in respect of sports activities and events conducted by the Sports Association of Tasmanian Independent Schools. It is envisaged that the checklists will be completed by coaches, teachers in charge, officials, etc at the appropriate times, and that any hazards identified in that process will be dealt in an acceptable manner. The purpose of this is threefold:

1. To minimise the risk of sports related injuries; and

2. To provide coaches, teachers in charge, officials, etc with a process for identifying potential hazards and addressing them, as well as a process which demonstrates their due diligence in respect of managing risk in their area of responsibility; and

3. To provide a process for identifying and addressing hazards which can be applied across the school’s sports program, though in particular the school’s interschool sports program.

It is envisaged that the checklists will be trialled during 2008. They will be reviewed towards the end of that year, with a view to their ongoing adoption across all participating schools in 2009.
Sports Risk Management

2.1 What is Risk Management?

Risk management is a process for identifying hazards, assessing the associated risk, identifying appropriate controls for managing the risk and, finally, reviewing outcomes. It is a cyclical and never ending process, and is particularly appropriate to activities such as sport, which by their very nature (predominantly) involve a large number of potential injury risk factors.

The following passage was written by Dr C. W. Fuller, in the introduction to his paper titled Safety in Sport.¹

Risk management is a common sense approach used for the control of risks. Most sports already have procedures in place to achieve this, although some sports, do not have their procedures documented in a way that allows them to demonstrate how the risks have been assessed and what control measures have been applied. In discussing the principles of risk management, it is necessary to appreciate the meaning of some of the common terms used. A hazard or risk factor is a condition, object or situation that may be a potential source of harm. Risk is the likelihood that a hazard will have an impact on people or the environment. An adverse event is an event that produces harm or damage to people or the environment. Risk management is the identification of potential hazards, assessment of the likelihood that these could result in actual harm, identification and implementation of measures to minimise the level of risk, review of performance and communication of risk information to all stakeholders. The risk management process is outlined in Figure 1.

Figure 1 is reproduced on the next page.

¹ Fuller, C.W. Safety in Sport, published by UK Sport: London. 2004
It is not the purpose of this document to provide a detailed commentary on risk management in sport, though anyone who acts in an official capacity in relation to a school sport must remain actively conscious of the concept of risk management, as well as the need to do what is “reasonable” to identify, assess and manage risks to ensure that foreseeable and avoidable sporting injuries do not occur.

2.2 Overview of School Sport Risks.

It would be virtually impossible to summarise in one document all of the potential risks involved in school sport. There are a number of potential variables which would have to be taken into consideration in compiling such a list, including the range of individual sports; the level of competition; the age/gender/physical characteristics of the competitors; the physical environment in which the competition takes place; the prevailing weather conditions; the equipment used and its condition; etc.

That said it is important that anyone who acts in an official capacity in relation to a school sport is aware of certain general principles or factors which, if adhered to, may assist in reducing the risk.
Insurance

The school must carry appropriate insurance for the sporting activities in which it is involved. As a minimum the school should carry public liability insurance which covers approved sporting activities (both training and competition) and employee & volunteer indemnity against personal liability (this may not extend to organisations providing services as contractors). In addition the school should hold appropriate vehicle and workers compensation insurance. Depending on the circumstances, travel insurance is recommended for sporting tours involving interstate and overseas travel.

Use of External Facilities on Hire or Lease

When arranging to use external facilities on hire or lease make sure that the facility is inspected before the arrangements are finalised. In particular, make sure that the facility’s management understands the school’s requirements, the standard of facilities required and the age of and level of skill of the competition, and whether the facilities are suitable for that level of competition. Check also about arrangements refereeing/umpiring, first aid, emergency communication, etc as some facilities may or may not provide these services as part of the hire or lease arrangement.

Injured or Unfit Players or Competitors

Make sure that injured or unfit players do not participate in matches/competition where doing so will risk further severe injury (either severe aggravation of the existing injury or a severe injury of a different type). In addition make sure that where a player returning from injury or illness (or an extended layoff) their general capability to participate in training sessions is assessed before they return to training. Where it is necessary injured or unfit players should be allowed to ease back into training, and not pushed beyond their level of physical and/or mental capability.

Age/Capability Appropriate Training & Competition

Competitors must only take part in competition and training in conditions and circumstances which are appropriate to their age, gender, skill, experience and capability. This particularly applies to contact sports and activities.

Coaches must make sure that competition and training activities are appropriate to each child under their control. Immediate and/or long term harm may occur if a child competes/or is pushed beyond the limits of their personal capability. There are many possible means of measuring whether an individual student’s personal capability might be being exceeded, including amongst others measures; duration of activity (e.g. time spent on one activity, etc); extent of training (e.g. time spent on training over the course of a week, etc); physical matching of competitors (are children at risk because of their size, etc); physical exertion required (e.g. weights lifted or number of repetitions, etc); skill required (e.g. does the person have the requisite skill to carry out the activity safely, etc); and so on. Coaches must exercise judgement about the training capacity and capability of children under their control, and if doubt consult with other and/or err on the side of caution.
This consideration also applies when children with special needs are training for sport. Coaches should be made aware of any special needs a child may have and should allow for reasonable adjustment to the standard training program to allow the child to participate.

**Supervision of Participants/Student Behaviour Rules.**

Schools are required to provide reasonable student supervision during school sports matches, events and training sessions. However, it is recognised that it is sometimes impracticable for a coach, teacher, official, etc to meet the responsibilities required of them during a sporting event or training session (e.g. refereeing, umpiring, etc) and to directly supervise all students. It is therefore important that all students have a clear understanding of the behaviour expectations placed on them, that they know the consequences if they fail to meet these standards and that breaches of the standards are dealt with appropriately and consistently.

**Periodic Checks of Equipment.**

Where a sport involves the use of equipment supplied by the school a responsible person from the school should periodically check the equipment to make sure that it is working properly, it is in an acceptable and safe condition, it is appropriate to the age group and level of skill of the participants who use the equipment, and is complete (a sufficient quantity of each item to be able to carry out the activity in the proper and safe manner).

In addition, coaches should periodically inspect student clothing, equipment, footwear, etc to ensure that these are in an acceptable condition and free from any obvious safety risks (in some sports an official or referee will carry out inspections before an event or match).

**Checking Playing/Practice Surfaces.**

Any playing surface on which a sporting contest or training activity is planned to be carried out should first be checked for safety before the commencement of the contest/activity. The contest/activity should only proceed where the inspection has identified that it is safe to do so using that area (or where the inspection has identified a safety issue, which has then been satisfactorily addressed). The inspection should involve a sweep of the area (where possible using a supervised emu parade) and should look for potential trip hazards (e.g. such as holes or uneven or loose surfaces, lifted lines, etc), exposed sprinkler heads, missing or loosely fitted sprinkler covers, rocks in the play area, bottles or broken glass, syringes, etc.

**Coach & Official Good Character Checks.**

No matter what their level of involvement all coaches and officials appointed by the school, even if they are parents, must have complete a police records/good character check before taking up their role. It is recommended that these be periodically rechecked though the duration between checks is left to the discretion of the individual school. All Coaches and Officials must ensure that they carry out their role with the highest degree of integrity at all times, and must be cautious not to place themselves, or the students under their control, in a situation where they are vulnerable or their actions may be questioned.
Away Games & Overnight Trips

When travelling to away games it is important that the school ensures;

- drivers are currently and appropriately licenced and competent; and
- the transport used is currently appropriately licenced for the type of travel and the number of passengers, appropriately fitted out, and in serviceable condition for the trip; and
- That accommodation and supervision arrangements are finalised and appropriate; and
- That any special needs of the children or adults on the trip have been identified and catered for (e.g. medical, dietary, special needs children, etc).

General Safety.

There are a number of issues which should be considered under the heading of general safety, including:

- Protection from UV radiation. Participants in outdoor sporting activities should be advised to wear appropriate protective clothing including broad brimmed hats and protective garments, and must wear 30+UV sunscreen on exposed areas. The school should provide the sunscreen (Important note: All types of weather conditions should be taken into consideration catered for depending on the season and the usual weather conditions for the area & the forecast weather conditions).
- Many children have particular medical conditions which may require management or treatment. This varies from child to child and, as examples, may include asthma, diabetes, anaphylaxis, etc. The medical/management needs of these children should be identified and prepared for before a sporting activity.
- First aid facilities. The medical/first aid facilities and services should be based on the level of risk to participants. As a minimum standard access to a first aid kit, a mobile phone and an emergency action plan (e.g. a protocol which outlines what to do in the event of an emergency, which may detail such things as the location of the nearest hospital, etc) will be sufficient, though there will be events where more immediate and stringent emergency response capability may be necessary (e.g. rowing regattas in isolated locations, etc).
- Where matches/events or training sessions are conducted outside/after school hours make sure that there are appropriate arrangements in place for students to be escorted/transported to a designated dissemination point (and that the arrangement is communicated clearly to parents). However, it is inappropriate and unwise for a coach (or official) to transport students in their own vehicle without the prior authority of the school unless it is an emergency situation.
- Coaches must have sufficient knowledge of the sport (and the inherent risks) to be able to carry out their coaching role proficiently and safely. The school is responsible for determining what specific skills, experience, training and assessment is required of their individual coaching staff. It is recommended that records of coaching staff training and qualifications be maintained by each school.
• Be conscious of outside influences, particularly weather conditions which may impact on the safety of participants. This may include exposure excessive heat, excessive cold, water temperature, electrical storms, high winds, etc. Also be aware that changing weather patterns may cause flash flooding, unacceptable changes to the condition of the sporting field surface (and increased risk of injury to participants), likelihood that competitors may become disorientated and lost, etc. Most sports have guidelines on when it is considered unsafe for a sporting contest to proceed, and sometimes the precautions that must be taken if a contest is able to proceed in a borderline situation. Where these exist coaches and officials must refer to them and apply them. Where there are no such guidelines coaches and officials should make their own assessment of the suitability of the conditions considering the nature of the hazardous conditions and the potential risks, the nature of the sport, the age and capability of the competitors, etc. Where there is a borderline situation it is recommended that coaches and officials always err on the side of caution.

• Umpires, referees and officials must have sufficient training and/or knowledge of their sport to be able to carry out their role proficiently and safely at the level they are officiating. SATIS is the organisation responsible for determining what specific skills, experience, training and assessment are recommended for officials at each level of competition within Tasmanian Independent Schools. Beyond that it is recommended that records of official training and qualifications of their coaches/officials be maintained by each school.

• Match officials must ensure that matches/events are conducted in accordance with the rules of the sport, and without unduly rough or dangerous play. If at any time it becomes apparent that this is not the case then the match/event must be stopped and not resumed unless the official in charge is confident that proper order will prevail. Match/event officials must also ensure that their actions on the field and those of the competitors do not unreasonably endanger spectators or the general public, though this only extends to matters under his/her direct control (i.e. the official is not responsible for the actions of spectators which are beyond his or her control, such as climbing a tree to get a better view of proceedings). In addition if any spectators becoming inappropriately abusive or hostile toward the official, players or other spectators the game should be stopped and not resumed unless the official is confident that proper order will prevail.
2.3 Coach’s Code of Behaviour.

Detailed below is the coach’s code of behaviour and preamble, as set out on the Australian Sports Commission website. It is a useful reference point for every school sports coach, as well as a useful reminder for officials, referees and umpires of the objectives and reasons why people are involved in school sports.

“Dealing with ethical issues is becoming a regular part of a coach’s duties. Increasingly, coaches are required to face issues such as sportsmanship, drugs in sport, cheating, bullying, eating disorders, respect for officials, abuse of power, harassment and judging when an athlete should return to sport after an injury. The coach’s code of behaviour is a useful guide to coaches on behaviour that is expected of them.

The coach’s code of behaviour is a positive document for all coaches. It affirms a coach’s support for the concepts of responsibility, trust, competence, respect, safety, honesty, professionalism, equity and sportsmanship. The code also provides a reference point for clubs, parents, athletes, schools and employers to expect that a coach will demonstrate appropriate standards of behaviour.

**Coach’s Code of Behaviour**

- Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Display control and courtesy to all involved with the sport.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decisions of officials, coaches and administrators in the conduct of the sport.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
- Adopt appropriate and responsible behaviour in all interactions.
- Adopt responsible behaviour in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment free environment.
- Do not tolerate harmful or abusive behaviours.
- Place the safety and welfare of the athletes above all else.
- Help each person (athlete, official etc) reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
- Any physical contact with a person should be appropriate to the situation and necessary for the person’s skill development.
- Be honest and do not allow your qualifications to be misrepresented.”

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3.1 Flowchart for Using Match/Event and Training Check Lists

A checklist is due to be completed

Appropriate checklist is completed

Have all relevant boxes been ticked?

Yes

No

Can the issues be resolved or risks reduced to an acceptable level?

Yes

Implement the steps required to resolve the issue or reduce the risk to an acceptable level

Match/event or training proceeds

No

If you cannot satisfy yourself that a box can be ticked then there is an issue or risk which should be addressed.

The actions required for managing issues or reducing risks will vary according to the circumstances. For instance, managing a risk may be as simple as removing a sprinkler. In other situations where they may be major ground degradation, vandalism, etc moving the match or event to another ground/facility or cordon off part of the playing/training area may be required.

Match/event or training does not proceed

The due date for completing a checklist will be either on the day of a match/event or when the monthly training checklist is due.

If an immediate risk is identified during the course of completing a checklist then you may wish to use a copy of the risk assessment form (section 4.1 on page 14) on the following page to assess the risk. You may also wish to refer to the options for managing or mitigating risk (section 4.2 on page 15) for hints on how the risk may be removed or reduced to an acceptable level.
3.2 Risk Assessment Procedure for Determining Situations of Acceptable Risk

There may be situations where it is impossible for the school to comply with the requirements of the checklist despite the fact that the risk may be mitigated by other means. As an example, you may have a basketball court where the run off distances are not sufficient to satisfy the checklist requirements. What should you do if a situation such as this arises and what options are open to you in these (or similar) situations?

What you should do:

1. Complete a risk assessment, using the sample form included as section 4.1 (page 13).

2. Identify the risk, assess the risk, identify possible risk control measures, select and implement the most practical/effective risk control measures available.

3. Set a trial period to see whether the implemented risk control measures have been effective at controlling or mitigating the risk. You may need to reassess the situation if the implemented risk control measures have not been effective in reducing the risk to an acceptable level.

So, using the example of the basketball court where the run off distances are not sufficient to satisfy the checklist requirements we can identify some of the possible risk control options available to you. In our example it is likely that a combination of controls may be required to reduce the risk to an acceptable level.

<table>
<thead>
<tr>
<th>Hierarchy of Control</th>
<th>Hierarchy of Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elimination</td>
<td></td>
</tr>
<tr>
<td>Substitution</td>
<td></td>
</tr>
<tr>
<td>Isolation</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>Pad dangerous structures in the run off area.</td>
</tr>
<tr>
<td>Administrative</td>
<td>Use the court for age/skill appropriate activities.</td>
</tr>
<tr>
<td></td>
<td>Brief participants on the risks before commencing match or activity.</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td></td>
</tr>
</tbody>
</table>

Of course, what I have detailed above is only a sample and the practicality of the possible risk control measures will depend on the circumstances of each situation. What is important is that the person completing the assessment must be satisfied that the risk will be reduced to an acceptable level (that is, as low as reasonably practicable). Do not sign off a risk assessment unless you are satisfied this is the case.
4.1 **Sample Risk Assessment Form**

1. **Description of Hazard:**

2. **Rating of Risk**

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Almost Certain</th>
<th>Likely</th>
<th>Moderate</th>
<th>Unlikely</th>
<th>Rare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic</td>
<td>Extreme risk (9)</td>
<td>Extreme risk (8)</td>
<td>Extreme risk (7)</td>
<td>Extreme risk (6)</td>
<td>High risk (5)</td>
</tr>
<tr>
<td>Major</td>
<td>Extreme risk (8)</td>
<td>Extreme risk (7)</td>
<td>Extreme risk (6)</td>
<td>High risk (5)</td>
<td>High risk (4)</td>
</tr>
<tr>
<td>Moderate</td>
<td>Extreme risk (7)</td>
<td>High risk (6)</td>
<td>High risk (5)</td>
<td>Moderate risk (4)</td>
<td>Moderate risk (3)</td>
</tr>
<tr>
<td>Minor</td>
<td>High risk (6)</td>
<td>High risk (5)</td>
<td>Moderate risk (4)</td>
<td>Low risk (3)</td>
<td>Low risk (2)</td>
</tr>
<tr>
<td>Insignificant</td>
<td>High risk (5)</td>
<td>Moderate risk (4)</td>
<td>Low risk (3)</td>
<td>Low risk (2)</td>
<td>Low risk (1)</td>
</tr>
</tbody>
</table>

**Consequence “Key”**

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic</td>
<td>Death, toxic release off-site with detrimental effect, huge financial loss.</td>
</tr>
<tr>
<td>Major</td>
<td>Extensive injuries, loss of organisation’s ability to function, off-site release with no detrimental effect major financial loss.</td>
</tr>
<tr>
<td>Moderate</td>
<td>Medical treatment required, on-site release contained with outside assistance, high financial loss.</td>
</tr>
<tr>
<td>Minor</td>
<td>First aid treatment, on-site release immediately contained, medium financial loss.</td>
</tr>
<tr>
<td>Insignificant</td>
<td>No injuries, no financial loss.</td>
</tr>
</tbody>
</table>

**Likelihood “Key”**

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>Is expected to occur in most circumstances.</td>
</tr>
<tr>
<td>Likely</td>
<td>Will probably occur in most circumstances.</td>
</tr>
<tr>
<td>Moderate</td>
<td>Might occur at some time.</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Could occur at some time.</td>
</tr>
<tr>
<td>Rare</td>
<td>May occur only in exceptional circumstances.</td>
</tr>
</tbody>
</table>

3. **Summary of Risk Minimisation Strategies:**

SATIS Sport Check Lists – Effective 01/07/2008.
# 4.2 Options for Managing or Mitigating Identified Risks

<table>
<thead>
<tr>
<th>Hierarchy of Control</th>
<th>Aim</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elimination</strong></td>
<td>Removes the hazard.</td>
<td>• Not proceeding with a match/event or training when it is unsafe to do so.</td>
</tr>
</tbody>
</table>
| **Substitution**     | Substitutes the hazard with a safer alternative. | • Using flexible plastic corner posts (instead of rigid ones).  
                          • Using a non-toxic line marking material.  
                          • Using a softer ball in underage cricket. |
| **Isolation**        | Isolates the hazard from the participants or public. | • Conduct the event so that spectators/other competitors are separated by time or distance. |
| **Engineering**      | Adapt the sporting environment or equipment to make it safer. | • Protective padding on goal posts and/or other potential impact sources.  
                          • Barrier fences to stop stray throws (e.g. javelin), hits (cricket or golf), etc.  
                          • Protective film on window glass facing sports ovals, etc. |
| **Administrative**   | Rules, practices and procedures for safer sports. | • All sporting participants have and use their own water bottle.  
                          • Sufficient rescue and first aid treatment facilities at water sports events.  
                          • A procedure for regular and periodic checking of sporting equipment to ensure that it is serviceable (or discarded/repaired if needed).  
                          • A policy stating the conditions under which matches/events will be cancelled, which is clearly understood and adhered to by all schools. |
| **Personal Protective Equipment** | Puts a personal barrier between the competitor and the hazard. | • Sufficient and appropriate protective sporting equipment for the level of competition.  
                          • Appropriate sun-smart apparel (and sunscreen) worn by all competitors in outdoor sports. |
# 5. List of Match/Event and Training Check Lists

<table>
<thead>
<tr>
<th>No.</th>
<th>Sport</th>
<th>SCL No.</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Coaches General Reminder List</td>
<td>1.1</td>
<td>A - 1</td>
</tr>
</tbody>
</table>

## Match/Event Inspection Check Lists

<table>
<thead>
<tr>
<th>No.</th>
<th>Sport</th>
<th>SCL No.</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Athletics (boys &amp; girls)</td>
<td>2.1</td>
<td>B - 1</td>
</tr>
<tr>
<td>2.</td>
<td>Australian Rules Football (boys)</td>
<td>2.2</td>
<td>B - 2</td>
</tr>
<tr>
<td>3.</td>
<td>Basketball (boys &amp; girls)</td>
<td>2.3</td>
<td>B - 3</td>
</tr>
<tr>
<td>4.</td>
<td>Cricket (boys)</td>
<td>2.4</td>
<td>B - 4</td>
</tr>
<tr>
<td>5.</td>
<td>Cross Country (boys &amp; girls)</td>
<td>2.5</td>
<td>B - 5</td>
</tr>
<tr>
<td>6.</td>
<td>Hockey (boys &amp; girls)</td>
<td>2.6</td>
<td>B - 6</td>
</tr>
<tr>
<td>7.</td>
<td>Netball (girls)</td>
<td>2.7</td>
<td>B - 7</td>
</tr>
<tr>
<td>8.</td>
<td>Rowing (boys &amp; girls)</td>
<td>2.8</td>
<td>B - 8</td>
</tr>
<tr>
<td></td>
<td>Checklist for Coaching &amp; Safety Boats</td>
<td>App. A</td>
<td>B - 10</td>
</tr>
<tr>
<td>9.</td>
<td>Soccer (boys &amp; girls)</td>
<td>2.9</td>
<td>B - 11</td>
</tr>
<tr>
<td>10.</td>
<td>Softball (girls)</td>
<td>2.10</td>
<td>B - 12</td>
</tr>
<tr>
<td>11.</td>
<td>Swimming (boys &amp; girls)</td>
<td>2.11</td>
<td>B - 13</td>
</tr>
<tr>
<td>12.</td>
<td>Tennis (boys &amp; girls)</td>
<td>2.12</td>
<td>B - 14</td>
</tr>
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</table>

## Training Inspection Check Lists

<table>
<thead>
<tr>
<th>No.</th>
<th>Sport</th>
<th>SCL No.</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Athletics (boys &amp; girls)</td>
<td>3.1</td>
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**COACHES’ GENERAL REMINDER CHECK LIST – ALL SPORTS (SCL 1.1)**

Section A: Details & Instruction

The following list of safety awareness tips are provided as a general reminder to all coaches of their responsibilities. This is not a check list that needs to be completed and lodged with the school, though the issues that are covered are important, and ones sport’s coaches (and assistant coaches) should remain aware of at all times.

So please take the time to familiarise yourself with the following points, and apply these in unison with the:

- general guidelines detailed in Section 2.2 (pages 6-10), and
- requirements of the Coach’s Code of Behavior detailed in Section 2.3 (page 11); and
- flowchart showing the inspection process (page 12); and
- sample risk assessment form and the table detailing some examples of possible steps to use in managing or mitigating risk (pages 14-15); and
- check points detailed in the match/event inspection check list & training inspection checklist for your sport.

Section B: General Safety Awareness Tips for Coaches

Make sure players or competitors under your control;

1. are instructed on the appropriate warm up/cool down exercises for their sport or activity and the importance of completing these exercises is regularly impressed upon them; and

2. are regularly advised of how they should behave when not competing in their sport (e.g. their side is batting, waiting for an athletics event, etc), and are aware of the consequences if their behaviour does not meet these standards; and

3. are aware of any dress and grooming standards required by the school and/or the sport’s governing body. Dress and grooming standards may apply to the;
   - team’s outfit or uniform; and/or
   - removal or taping of jewellery, ornaments, exposed piercings, etc; and/or
   - cutting or protection of fingernails; and/or
   - protection of hair.
   It is the Coach’s responsibility to ensure that the appropriate action is taken if these standards are not met.

4. are aware of any personal equipment they must provide and use (in addition to any supplied by the school). The equipment which is required for a particular sport may depend on the rules of the school and/or the sport’s governing body, and may apply to the provision and use of;
   - mouthguards; and/or
   - shinguards; and/or
   - drink bottle; and/or
   - any non standard item of protective equipment, such as a footballer’s head protector.
   It is the Coach’s responsibility to ensure that the appropriate action is taken if the required personal equipment standard has not been met.

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3 Sometimes there is a discrepancy between the school’ expectations and that of the sport’s governing body. Where this is the case the more stringent requirement (of the two) should be followed.

4 Sometimes there is a discrepancy between the school’ expectations and that of the sport’s governing body. Where this is the case the more stringent requirement (of the two) should be followed.
MATCH/EVENT INSPECTION CHECKLIST – ATHLETICS (SCL 2.1)

Section A: Details & Instruction

Official’s Name: ____________________________ Date: _____/_____/_____

Event: ____________________________ Venue: ________________________________

The following checklist must be completed by an official before the commencement of the event activities. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention (and in the case of a regional State wide event, a copy circulated to each competing school).

Section B: Checklist Questions

First Aid

☐ Appropriate first aid providers & facilities readily available?
☐ An appropriate means of communication readily available in the event of an emergency?
☐ Officials understand the procedures to follow in the event of an emergency?
☐ There is access to the site for emergency services, should they be needed?

Facilities & Conditions

☐ Weather forecasts/conditions have been checked and it is appropriate for the event to go ahead?
☐ Change room facilities have been inspected and are in a hygienic & safe order?
☐ Arena/ground surfaces, fixed equipment, line markings, boundary fences, etc have been inspected and are in safe condition?
☐ Activities will be segregated (by time or distance or orientation) to ensure they do not pose a risk to each other?
☐ Activities will be conducted so that they do not pose a risk to buildings, spectators, the general public or traffic (nor does traffic pose a risk to the competitors)?
☐ Where necessary activities will be orientated in a north-south direction to limit visual interference from the sun?
☐ Safe viewing areas identified and spectators advised of their location?

Competitors & Equipment

☐ Arrangements are in place for competitors to be briefed on any necessary safety rules and requirements before the commencement of each event?
☐ Equipment and protective equipment supplied by the school is sufficient in quantity, is appropriate to the activity, age & skill of participants, the level of competition, etc and is in good order?

Officials

☐ There is appropriate supervision for students when off the court and/or students are briefed on the expected standard of behaviour when they’re not participating in events?
☐ Officials are appropriately trained and are competent to carry out their designated role at this level of competition?

Signed: ………………………………

SATIS Sport Check List (SCL 2.1) – Effective 01/07/2008.
**MATCH/EVENT INSPECTION CHECKLIST – AUSTRALIAN RULES FOOTBALL (SCL 2.2)**

**Section A: Details & Instruction**

Coach or Manager’s Name: __________________________ Date: ____/____/____

Match vs: __________________________ Venue: ________________________________

The following checklist must be completed by the home team’s coach or manager before the commencement of the game. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

**Section B: Checklist Questions**

**First Aid**
- Appropriate first aid providers & facilities readily available?
- An appropriate means of communication readily available in the event of an emergency?
- Coach (or manager) understands the procedure to follow in the event of an emergency?
- There is access to the ground for emergency services, should they be needed?

**Facilities, Equipment & Conditions**
- Weather forecasts/conditions have been checked and it is appropriate for the match to go ahead?
- Change room facilities have been inspected and are in a hygienic & safe order?
- The general ground surfaces, centre square, ground surrounds & goals have been inspected and are in safe condition?
- All permanent sprinkler heads are covered or fully withdrawn into below ground housings?
- The goal posts are protected by padding, and any markers used are made from non injurious materials?
- There is a minimum clearance of 5 metres from the edge of the ground in all directions?
- Safe viewing areas identified and spectators advised of their location?
- Equipment and protective equipment is supplied in sufficient quantity, is appropriate to the age & skill of participants, the level of competition, etc and is also in good order?

**Equipment**
- Equipment and protective equipment supplied by the school is sufficient in quantity, is appropriate to the activity, age & skill of participants, the level of competition, etc and is in good order?

**Coaches & Referees**
- Coaches/Umpires are appropriately trained and are competent to carry out their designated role at this level of competition?
- Coaches/Umpires are aware of their responsibility for the safety health & wellbeing of players, as well as the safety of spectators and the public?

Signed: ………………………………
**MATCH/EVENT INSPECTION CHECKLIST – BASKETBALL (SCL 2.3)**

Section A: Details & Instruction

Coach or Manager’s Name: __________________________  Date: _____/_____/_____

Match vs: ___________________________  Venue: ___________________________

The following checklist must be completed by the home team’s coach or manager before the commencement of the game. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

**First Aid**
- Appropriate first aid providers & facilities readily available?
- An appropriate means of communication readily available in the event of an emergency?
- Coach (or manager) understands the procedure to follow in the event of an emergency?
- There is access to the facility for emergency services, should they be needed?

**Facilities & Conditions**
- Weather forecasts/conditions have been checked and it is appropriate for the match to go ahead (outdoor facilities only, though roof leaks may present a risk at indoor courts)?
- Change room facilities have been inspected and are in a hygienic & safe order?
- The court, surfaces & and surrounds have been inspected and are in safe condition?
- If the court has goal posts they are protected by padding?
- The court will be swept before play, and will be mopped during play if required?
- There is a minimum clearance of 2 metres from the edge of the court in all directions?

**Equipment**
- Equipment and protective equipment supplied by the school is sufficient in quantity, is appropriate to the activity, age & skill of participants, the level of competition, etc and is in good order?

**Coaches & Referees**
- As far as you are aware the referee is appropriately trained and is competent to carry out their designated role at this level of competition?

Signed: ………………………………
MATCH/EVENT INSPECTION CHECKLIST – CRICKET (SCL 2.4)

Section A: Details & Instruction

Coach or Manager’s Name: __________________________ Date: _____/_____/_____

Match vs: ___________________________ Venue: ________________________________

The following checklist must be completed by the home team’s coach or manager before the commencement of play. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid

☐ Appropriate first aid providers & facilities readily available?
☐ An appropriate means of communication readily available in the event of an emergency?
☐ Coach (or manager) understands the procedure to follow in the event of an emergency?
☐ There is access to the ground for emergency services, should they be needed?

Facilities & Conditions

☐ Weather forecasts/conditions have been checked and it is appropriate for the match to go ahead?
☐ Change room facilities have been inspected and are in a hygienic & safe order?
☐ The wicket, run ups, general ground surfaces & boundary fences (if any) have been inspected and are in safe condition?
☐ All permanent sprinkler heads are covered or fully withdrawn into below ground housings?
☐ If the ground has goal posts which are still in place they are protected by padding?
☐ Where there is no boundary fence there is a minimum clearance of 2 metres in all directions (from buildings, drains, plants, objects, cars, etc) around the playing field?
☐ Boundary markers (if used) are made from non injurious materials?

Equipment

☐ Equipment and protective equipment supplied by the school is sufficient in quantity, is appropriate to the activity, age & skill of participants, the level of competition, etc and is in good order?

Coaches & Umpires

☐ Coaches/Umpires are appropriately trained and are competent to carry out their designated role at this level of competition?
☐ Coaches/Umpires are aware of their responsibility for the safety health & wellbeing of players, as well as the safety of spectators and the public?

Signed: ………………………………
MATCH/EVENT INSPECTION CHECKLIST – CROSS COUNTRY RUNNING (SCL 2.5)

Section A: Details & Instruction

Official's Name: __________________________ Date: _____/_____/_____

Event: ____________________________ Venue: __________________________________

The following checklist must be completed by an official before the commencement of the event activities. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention (and in the case of a regional State wide event, a copy circulated to each competing school).

Section B: Checklist Questions

First Aid
☐ Appropriate first aid providers & facilities readily available?
☐ An appropriate means of communication readily available in the event of an emergency?
☐ Officials understand the procedures to follow in the event of an emergency?
☐ There is access to the site for emergency services, should they be needed?

Facilities & Conditions
☐ Weather forecasts/conditions have been checked and it is appropriate for the event to go ahead?
☐ Change room facilities have been inspected and are in a hygienic & safe order?
☐ Course, marshalling & viewing areas, site entry route, etc have been inspected on the day and are in safe condition (including the course being clearly marked)?
☐ There are, given the length of course and number of competitors, sufficient drink stations along the course route, all of which are adequately stocked & manned?
☐ Course does not run along and/or cross roads, lanes, etc (or if it does there is appropriate marshalling arrangements in place to ensure this is done safely)?

Competitors & Equipment
☐ Arrangements are in place for competitors to be briefed on any necessary safety rules and requirements before the commencement of each event (including what to do in the event they become lost)?
☐ Competitors who use a prescribed inhaler must carry their inhaler with them during the event?

Officials
☐ Officials are appropriately trained and are competent to carry out their designated role at this level of competition?
☐ Officials are aware of their responsibility for the safety health & wellbeing of competitors, as well as the safety of spectators and the public?

Signed: ………………………………

SATIS Sport Check List (SCL 2.5) – Effective 01/07/2008.
MATCH/EVENT INSPECTION CHECKLIST – HOCKEY (SCL 2.6)

Section A: Details & Instruction

Coach or Manager’s Name: __________________________ Date: _____/_____/_____

Match vs: __________________________ Venue: ________________________________

The following checklist must be completed by the home team’s coach or manager before the commencement of the game. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid
- Appropriate first aid providers & facilities readily available?
- An appropriate means of communication readily available in the event of an emergency?
- Senior teacher(s) understand(s) the procedure to follow in the event of an emergency?
- There is access to the ground for emergency services, should they be needed?

Facilities & Conditions
- Weather forecasts/conditions have been checked and it is appropriate for the match to go ahead?
- Change room facilities have been inspected and are in a hygienic & safe order?
- The general ground surfaces, pitch surrounds & goals have been inspected and are in safe condition?
- All permanent sprinkler heads are covered or fully withdrawn into below ground housings?
- Corner flags/markers are made from non injurious materials?
- There is a minimum clearance of 2 metres from the edge of the pitch in all directions?
- Safe viewing areas identified and spectators advised of their location (side line only)?

Players & Equipment
- Equipment and protective equipment supplied by the school is sufficient in quantity, is appropriate to the activity, age & skill of participants, the level of competition, etc and is in good order?
- The team goal keeper wears a protector, a face mask and a padded vest/garment?

Coaches & Umpires
- Coaches/Umpires are appropriately trained and are competent to carry out their designated role at this level of competition?
- Coaches/Umpires are aware of their responsibility for the safety health & wellbeing of players, as well as the safety of spectators and the public?

Signed: …………………………………..
MATCH/EVENT INSPECTION CHECKLIST – NETBALL (SCL 2.7)

**Section A: Details & Instruction**

Coach or Manager’s Name: __________________________ Date: ____/____/_____  
Match vs: ___________________________ Venue: _____________________________

The following checklist must be completed by the home team’s coach or manager before the commencement of the game. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

**Section B: Checklist Questions**

**First Aid**
- Appropriate first aid providers & facilities readily available?  
- An appropriate means of communication readily available in the event of an emergency?  
- Senior teacher(s) understand(s) the procedure to follow in the event of an emergency?  
- There is access to the facility for emergency services, should they be needed?

**Facilities & Conditions**
- Weather forecasts/conditions have been checked and it is appropriate for the match to go ahead (outdoor facilities only, though roof leaks may present a risk at indoor courts)?  
- Change room facilities have been inspected and are in a hygienic & safe order?  
- The court, surfaces & and surrounds have been inspected and are in safe condition?  
- The goal posts are protected by padding?  
- The court will be swept before play, and will be mopped during play if required?  
- There is a minimum clearance of 2 metres from the edge of the court in all directions?

**Equipment**
- Equipment and protective equipment supplied by the school is sufficient in quantity, is appropriate to the activity, age & skill of participants, the level of competition, etc and is in good order?

**Coaches & Referees**
- Coaches/Referees are appropriately trained and are competent to carry out their designated role at this level of competition?  
- Coaches/Referees are aware of their responsibility for the safety health & wellbeing of players, as well as the safety of spectators and the public?

Signed: ……………………………….
MATCH/EVENT INSPECTION CHECKLIST – ROWING (SCL 2.8)

Section A: Details & Instruction

Official’s Name: __________________________ Date: _____/_____/_____

Event: _______________________________ Venue: ______________________________

The following checklist must be completed by an official before the commencement of the regatta. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention (and in the case of a regional State wide event, a copy circulated to each competing school).

Section B: Checklist Questions

Rescue & First Aid

☐ Appropriate rescue personnel, first aid providers, rescue and first aid equipment & facilities are readily and immediately available?

☐ Safety boats have been checked and comply with the requirements set out in Section II D Coaching Boats of FISA’s Minimum Guidelines for the Safe Practice of Rowing (refer Appendix A for Checklist for Coaching & Safety Boats).

☐ Appropriate means of communication is readily available in the event of an emergency?

☐ Officials understand the procedures to follow in the event of an emergency?

☐ There is access to the site for emergency services, should they be needed?

Facilities & Conditions

☐ Weather forecasts/conditions have been checked and it is appropriate for the regatta to go ahead?

☐ Change room facilities (and, where necessary, other facilities such as camping, bathing & toilet facilities, etc) have been inspected and are in a hygienic & safe order?

☐ The rowing course, starting and finishing lines, ramps, docks, pontoons, viewing towers, & and course surrounds have been inspected and (as far as can be told) are in safe condition?

Declarations

☐ When registering for the event each school has declared that their rowing equipment is maintained in good order, including compliance with the requirements set out in Section II A Safe Rowing Equipment of FISA’s Minimum Guidelines for the Safe Practice of Rowing (schools which do not make this declaration must be excluded from competition)?

☐ When registering for the event each school has declared they have an appointed Safety Advisor and a “Code of Safety” (or equivalent) as recommended by FISA’s Minimum Guidelines for the Safe Practice of Rowing (schools which do not make this declaration must be excluded from competition)?

☐ Where they exist the event organisers have obtained a copy of the “local code of practice” (detailing a plan of the local water, local navigation rules, hazards and restriction to water use) have familiarised themselves with these requirements of the code and circulated copies to the competing schools?
Competitors
☐ Arrangements are in place to check that competitor apparel is appropriate for the activity, suitable for present and potential conditions and free from hazards?

Coaches & Officials
☐ Coaches/Officials are appropriately trained and are competent to carry out their designated role at this level of competition?
☐ Coaches/Officials are aware of their responsibility for the safety health & wellbeing of competitors, as well as the safety of spectators and the public?
☐ Crew members of coaching or safety boats are competent to operate the boat(s) under their control?
☐ Crew members of coaching or safety boats are supplied with life jackets and will wear them at all time when on the water?

Signed: ....................................
SCL 2.8, Appendix A – Supplementary Checklist for Coaching & Safety Boats

Section A: Details & Instruction

Official's Name: __________________________ Date: ____/____/____
Event: __________________________ Venue: __________________________

The following checklist must be completed before the commencement of the regatta. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to Administration upon your return to the school.

Section B: Checklist Questions

☐ There is a bailer and, for inflatable dinghies, a suitable pump and a spare valve?
☐ There is a horn or similar warning device, capable of attracting attention over a distance of at least 200 metres (217 yards)?
☐ There is a grab line at least 15 metres (16 yards) long with a large knot tied in one end to assist throwing (Ideally a purpose made rescue/heaving line throw-bag)?
☐ There are ample thermal/exposure blankets to reduce wind-chill and counteract hypothermia?
☐ There are ample rescue life buoys/life jackets (in addition to one for each crew of the coaching or safety boat)?
☐ There is a basic first aid kit (with a list of contents)?
☐ There is a sharp knife with carrying sheath?
☐ There is a paddle?
☐ There are simple handholds fixed to the side of the launch to give help to any person being rescued, and provide self help should the driver fall overboard?
☐ There is an engine cutout lanyard device?
☐ There is an anchor and line?
☐ There is a waterproof flashlight and sound signalling equipment (for use in low light conditions)?
☐ There is a tool/spare parts kit (with a list of contents), in a waterproof box which is stored, as far as is possible, in dry area of the boat?
☐ There is a reserve can of pre-mixed fuel (which is full)?
☐ The engine mounts are secure, and a secondary safety fitting is in place and secure?
☐ The hull and the engine are compatible, considering the size & type of boat, and the load/crew to be carried?
☐ If the regatta is to be conducted on enclosed water the boat design should be of a type which will enable the boat to accompany a crew rowing at speed without creating a wash that makes the water unusable or unsafe for everyone else, or causes damage to the banks or installations?

Signed: …………………………………
MATCH/EVENT INSPECTION CHECKLIST – SOCCER (SCL 2.9)

Section A: Details & Instruction

Coach or Manager’s Name: __________________________ Date: _____/_____/_____

Match vs: __________________________ Venue: ________________________________

The following checklist must be completed by the home team’s manager before the commencement of the game. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid
- Appropriate first aid providers & facilities readily available?
- An appropriate means of communication readily available in the event of an emergency?
- Coach (or manager) understands the procedure to follow in the event of an emergency?
- There is access to the ground for emergency services, should they be needed?

Facilities & Conditions
- Weather forecasts/conditions have been checked and it is appropriate for the match to go ahead?
- Change room facilities have been inspected and are in a hygienic & safe order?
- The general ground surfaces, pitch surrounds & goals have been inspected and are in safe condition?
- All permanent sprinkler heads are covered or fully withdrawn into below ground housings?
- Corner flags/markers are made from non injurious materials?
- There is a minimum clearance of 5 metres from the edge of the pitch in all directions?
- Safe viewing areas identified and spectators advised of their location (side line only)?

Equipment
- Equipment and protective equipment supplied by the school is sufficient in quantity, is appropriate to the activity, age & skill of participants, the level of competition, etc and is in good order?

Coaches & Referees
- Coaches/Referees are appropriately trained and are competent to carry out their designated role at this level of competition?
- Coaches/Referees are aware of their responsibility for the safety health & wellbeing of players, as well as the safety of spectators and the public?

Signed: ………………………………
MATCH/EVENT INSPECTION CHECKLIST – SOFTBALL (SCL 2.10)

Section A: Details & Instruction

Coach or Manager’s Name: __________________________ Date: _____/_____/_____  

Match vs: __________________________ Venue: ________________________________  

The following checklist must be completed by the home team’s coach or manager before the commencement of play. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid
☐ Appropriate first aid providers & facilities readily available?
☐ An appropriate means of communication readily available in the event of an emergency?
☐ Senior teacher(s) understand(s) the procedure to follow in the event of an emergency?
☐ There is access to the ground for emergency services, should they be needed?

Facilities & Conditions
☐ Weather forecasts/conditions have been checked and it is appropriate for the match to go ahead?
☐ Change room facilities have been inspected and are in a hygienic & safe order?
☐ The diamond & bases, general ground surfaces & boundary fences (if any) have been inspected and are in safe condition?
☐ All permanent sprinkler heads are covered or fully withdrawn into below ground housings?
☐ If the ground has goal posts which are still in place they are protected by padding?
☐ There is a minimum clearance of 10 metres from the foul line to any surrounding obstacle or structure (from buildings, drains, plants, objects, cars, etc)?
☐ Bases and boundary markers (if used) are made from non injurious materials?

Players & Equipment
☐ Equipment and protective equipment supplied by the school is sufficient in quantity, is appropriate to the activity, age & skill of participants, the level of competition, etc and is in good order?
☐ The team catcher wears a protector, a face mask and a padded vest/garment?

Coaches & Referees
☐ There is appropriate supervision for students when off the ground?
☐ Coaches/Referees are appropriately trained and are competent to carry out their designated role at this level of competition?
☐ Coaches/Referees are aware of their responsibility for the safety health & wellbeing of players, as well as the safety of spectators and the public?

Signed: ………………………………

SATIS Sport Check List (SCL 2.10) – Effective 01/07/2008.
MATCH/EVENT INSPECTION CHECKLIST – SWIMMING (SCL 1.12)

**Section A: Details & Instruction**

Official’s Name: __________________________  Date: ____/____/_____

Event: ____________________________ Venue: ________________________________

The following checklist must be completed by an official before the commencement of the event activities. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention (and in the case of a regional State wide event, a copy circulated to each competing school).

**Section B: Checklist Questions**

**First Aid**
- Appropriate first aid providers & facilities readily available?
- An appropriate means of communication readily available in the event of an emergency?
- There are appropriate rescue personnel & facilities readily available?
- Teachers/Officials understand the procedures to follow in the event of an emergency?
- There is access to the facility for emergency services, should they be needed?

**Facilities & Conditions**
- Weather forecasts/conditions have been checked and it is appropriate for the match to go ahead (outdoor facilities only, though roof leaks may present a risk at indoor pools)?
- Change room facilities have been inspected and are in a hygienic & safe order?
- The pool area, particularly the competitor preparation area, start blocks, pool (including lane ropes), pool exit and entry points, competitor and pedestrian routes, etc have been inspected and are in safe condition?

**Competitors**
- Arrangements are in place for competitors to be briefed on any necessary safety rules and requirements before the commencement of the event(s)?

**Officials**
- There is appropriate supervision for students when not involved in events?
- Officials are appropriately trained and are competent to carry out their designated role at this level of competition?
- Officials are aware of their responsibility for the safety health & wellbeing of swimmers, as well as the safety of spectators and the public?

Signed: ……………………………….
MATCH/EVENT INSPECTION CHECKLIST – TENNIS (SCL 2.12)

Section A: Details & Instruction

Coach or Manager’s Name: __________________________ Date: _____/_____/_____

Match vs: ____________________________ Venue: ____________________________

The following checklist must be completed by the home team’s coach or manager before the commencement of play. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid

☐ Appropriate first aid providers & facilities readily available?
☐ An appropriate means of communication readily available in the event of an emergency?
☐ Senior teacher(s) understand(s) the procedure to follow in the event of an emergency?
☐ There is access to the courts/facility for emergency services, should they be needed?

Facilities & Conditions

☐ Weather forecasts/conditions have been checked and it is appropriate for the match to go ahead (outdoor facilities only, though roof leaks may present a risk at indoor courts)?
☐ Change room facilities have been inspected and are in a hygienic & safe order?
☐ The court, lines markings, court surfaces & and court surrounds (including fences) have been inspected and are in safe condition?
☐ Where appropriate courts will be swept before play, and on clay surfaces the court will be re-swept every 7 games thereafter?
☐ There is a minimum clearance of 5.5 metres behind the baseline and 3.05 metres from the sideline of each court?
☐ Safe viewing areas identified and spectators advised of their location?

Coaches & Umpires

☐ Coaches/Umpires are appropriately trained and are competent to carry out their designated role at this level of competition?
☐ Coaches/Umpires are aware of their responsibility for the safety health & wellbeing of players, as well as the safety of spectators and the public?

Signed: ……………………………

SATIS Sport Check List (SCL 2.12) – Effective 01/07/2008.
TRAINING INSPECTION CHECKLIST – ATHLETICS (SCL 3.1)

Section A: Details & Instruction

Coach’s Name: __________________________ Date: _____/_____/_____

Venue: _____________________________________________________________

The following checklist must be completed by the team coach once a month during pre-season & in-season training. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid
- There is appropriate access to first aid providers & facilities if needed?
- An appropriate means of communication readily available in the event of an emergency?
- Coaches (& “fill ins”) understand the procedures to follow in the event of an emergency?
- There is access to the training area for emergency services, should they be needed?

Facilities & Conditions
- Weather forecasts/conditions are checked before each training session, and training is cancelled if conditions are not appropriate?
- Change room facilities are periodically checked and are in a hygienic & safe order?
- The general training area surfaces (incl. checks for exposed sprinklers) and facilities are inspected before the commencement of each training session, and training proceeds only in circumstances/areas where it is safe to do so?
- Individual drills/activities are segregated (by time or distance or orientation) to ensure they do not pose a risk to each other?
- Drills/activities are conducted so that they do not pose a risk to buildings, spectators, the general public or traffic (nor do structures or traffic pose a risk to the participants)?
- Where necessary drills/activities will be orientated in a north-south direction to limit visual interference from the sun?

Equipment
- Equipment and protective equipment supplied by the school is sufficient in quantity, is appropriate to the activity, age & skill of participants, the level of competition, etc and is in good order?

Coaches
- Coaches are appropriately trained and are competent to carry out their designated role at this level of competition?

Signed: _______________________________
Satis Sport Check List (SCL 3.2) – Effective 01/07/2008.

Section A: Details & Instruction

Coach’s Name: __________________________ Date: _____/_____/_____

Venue: ___________________________________________________________________

The following checklist must be completed by the team coach once a month during pre-season & in-season training. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid
- There is appropriate access to first aid providers & facilities if needed?
- An appropriate means of communication readily available in the event of an emergency?
- Coaches (& “fill ins”) understand the procedures to follow in the event of an emergency?
- There is access to the training area for emergency services, should they be needed?

Facilities & Conditions
- Weather forecasts/conditions are checked before each training session, and training is cancelled if conditions are not appropriate?
- Change room facilities are periodically checked and are in a hygienic & safe order?
- The general training area surfaces (incl. checks for exposed sprinklers) and facilities are inspected before the commencement of each training session, and training proceeds only in circumstances/areas where it is safe to do so?
- If there are goal posts present they are protected by padding, and any markers used for training drills are made from non injurious materials?
- Individual drills/activities are segregated (by time or distance or orientation) to ensure they do not pose a risk to each other?
- Drills/activities are conducted so that they do not pose a risk to buildings, spectators, the general public or traffic (nor does traffic pose a risk to the participants)?
- Where necessary outside drills/activities will be orientated in a north-south direction to limit visual interference from the sun?

Equipment
- Equipment and protective equipment supplied by the school is sufficient in quantity, is appropriate to the activity, age & skill of participants, the level of competition, etc and is in good order?

Coaches
- Coaches are appropriately trained and are competent to carry out their designated role at this level of competition?

Signed: ……………………………….
TRAINING INSPECTION CHECKLIST – BASKETBALL (SCL 3.3)

Section A: Details & Instruction

Coach’s Name: __________________________ Date: _____/_____/_____

Venue: ___________________________________________________________________

The following checklist must be completed by the team coach once a month during pre-season & in-season training. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid

☐ There is appropriate access to first aid providers & facilities if needed?
☐ An appropriate means of communication readily available in the event of an emergency?
☐ Coaches (& “fill ins”) understand the procedures to follow in the event of an emergency?
☐ There is access to the training area for emergency services, should they be needed?

Facilities & Conditions

☐ Weather forecasts/conditions are checked before each training session, and training is cancelled if conditions are not appropriate (outdoor facilities only, though roof leaks may present a risk at indoor courts)?
☐ Change room facilities are periodically checked and are in a hygienic & safe order?
☐ The general training area surfaces and facilities are inspected before the commencement of each training session, swept and mopped where necessary and training proceeds only in circumstances/areas where it is safe to do so?
☐ If there are goal support posts present they are protected by padding, and any markers used for training drills are made from non injurious materials?
☐ Individual drills/activities are segregated (by time or distance or orientation) to ensure they do not pose a risk to each other?
☐ Drills/activities are conducted so that they do not pose a risk to buildings, spectators, the general public or traffic (nor does traffic pose a risk to the participants)?
☐ Where necessary outside drills/activities will be orientated in a north-south direction to limit visual interference from the sun?

Equipment

☐ Equipment and protective equipment supplied by the school is sufficient in quantity, is appropriate to the activity, age & skill of participants, the level of competition, etc and is in good order?

Coaches

☐ Coaches are appropriately trained and are competent to carry out their designated role at this level of competition?
☐ Coaches are briefed on (and are aware of) their responsibility for the safety, health & wellbeing of players, as well as the general safety of spectators and the public?

Signed: ………………………………

SATIS Sport Check List (SCL 3.3) – Effective 01/07/2008.
TRAINING INSPECTION CHECKLIST – CRICKET (SCL 3.4)

Section A: Details & Instruction

Coach’s Name: ___________________________ Date: _____/_____/_____ 

Venue: ______________________________________

The following checklist must be completed by the team coach once a month during pre-season & in-season training. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid
□ There is appropriate access to first aid providers & facilities if needed?
□ An appropriate means of communication readily available in the event of an emergency?
□ Coaches (& “fill ins”) understand the procedures to follow in the event of an emergency?
□ There is access to the training area for emergency services, should they be needed?

Facilities & Conditions
□ Weather forecasts/conditions are checked before each training session, and training is cancelled if conditions are not appropriate?
□ Change room facilities are periodically checked and are in a hygienic & safe order?
□ The practice area, practice wickets, nets, run ups, general ground surfaces (incl. checks for exposed sprinklers) are inspected before the commencement of each training session, and training proceeds only in circumstances/areas where it is safe to do so?
□ If there are goal posts present they are protected by padding, and any markers used for training drills are made from non injurious materials?
□ Individual drills/activities are segregated (by time or distance or orientation) to ensure they do not pose a risk to each other?
□ Drills/activities are conducted so that they do not pose a risk to buildings, spectators, the general public or traffic (nor does traffic pose a risk to the participants)?
□ Where necessary outside drills/activities will be orientated in a north-south direction to limit visual interference from the sun?

Equipment
□ Equipment and protective equipment supplied by the school is sufficient in quantity, is appropriate to the activity, age & skill of participants, the level of competition, etc and is in good order?

Coaches
□ Coaches are appropriately trained and are competent to carry out their designated role at this level of competition?
□ Coaches are briefed on (and are aware of) their responsibility for the safety, health & wellbeing of players, as well as the general safety of spectators and the public?

Signed: ………………………………

SATIS Sport Check List (SCL 3.4) – Effective 01/07/2008.
TRAINING INSPECTION CHECKLIST – CROSS COUNTRY RUNNING (SCL 3.5)

Section A: Details & Instruction

Coach’s Name: __________________________ Date: _____/_____/_____

Venue: ___________________________________________________________________

The following checklist must be completed by the team coach once a month during pre-season & in-season training. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid

☐ There is appropriate access to first aid providers & facilities if needed?
☐ An appropriate means of communication readily available in the event of an emergency?
☐ Coaches (& “fill ins”) understand the procedures to follow in the event of an emergency?
☐ There is access to the training area for emergency services, should they be needed?

Facilities & Conditions

☐ Weather forecasts/conditions are checked before each scheduled training session, and training is cancelled if conditions are not appropriate?
☐ Change room facilities are periodically checked and are in a hygienic & safe order?
☐ School endorsed cross country training routes have been identified, which have been inspected and judged appropriate for the age and maturity of the student(s) using them (It is recommended that school endorsed training routes do not leave the school grounds. If it this is not possible the route should, as far as possible, avoid high risk areas, such as traffic routes, etc. External routes should only be used by senior students who have been instructed about running safety, and assessed as capable of using these routes without undue risk)?

Coaches

☐ Coaches are appropriately trained and are competent to carry out their designated role at this level of competition?
☐ Coaches are briefed on (and are aware of) their responsibility for the safety, health & wellbeing of competitors, as well as the general safety of spectators and the public?

Signed: ……………………………….
TRAINING INSPECTION CHECKLIST – HOCKEY (SCL 3.6)

Section A: Details & Instruction

Coach/Teacher Name: __________________________ Date: _____ / _____ / _____

Venue: ___________________________________________________________________

The following checklist must be completed by the team coach once a month during pre-
season & in-season training. The purpose is to identify potential safety risks so that they may
be addressed. If you cannot tick a box then immediate steps must be taken to rectify the
situation (this may involve completion of a risk assessment if the hazard cannot be easily
removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid
☐ There is appropriate access to first aid providers & facilities if needed?
☐ An appropriate means of communication readily available in the event of an emergency?
☐ Coaches (& “fill ins”) understand the procedures to follow in the event of an emergency?
☐ There is access to the training area for emergency services, should they be needed?

Facilities & Conditions
☐ Weather forecasts/conditions are checked before each training session, and training is
cancelled if conditions are not appropriate?
☐ Change room facilities are periodically checked and are in a hygienic & safe order?
☐ The general training area surfaces (incl. checks for exposed sprinklers where
appropriate) and facilities are inspected before the commencement of each training
session, and training proceeds only in circumstances/areas where it is safe to do so?
☐ Individual drills/activities are segregated (by time or distance or orientation) to ensure
they do not pose a risk to each other?
☐ Drills/activities are conducted so that they do not pose a risk to buildings, spectators, the
general public or traffic (nor does traffic pose a risk to the participants)?
☐ Where necessary outside drills/activities will be orientated in a north-south direction to
limit visual interference from the sun?

Players & Equipment
☐ Equipment and protective equipment supplied by the school is sufficient in quantity, is
appropriate to the activity, age & skill of participants, the level of competition, etc and is
in good order?
☐ Goal keeper always wears protector, face mask and padded vest/garments when
practicing goalkeeping skills?

Coaches
☐ Coaches are appropriately trained and are competent to carry out their designated role
at this level of competition?
☐ Coaches are briefed on (and are aware of) their responsibility for the safety, health &
wellbeing of players, as well as the general safety of spectators and the public?

Signed: ………………………………

SATIS Sport Check List (SCL 3.6) – Effective 01/07/2008.
TRAINING INSPECTION CHECKLIST – NETBALL (SCL 3.7)

Section A: Details & Instruction

Coach/Teacher Name: __________________________ Date: _____/_____/_____

Venue: ___________________________________________________________________

The following checklist must be completed by the team coach once a month during pre-season & in-season training. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid

☐ There is appropriate access to first aid providers & facilities if needed?
☐ An appropriate means of communication readily available in the event of an emergency?
☐ Coaches (& “fill ins”) understand the procedures to follow in the event of an emergency?
☐ There is access to the training area for emergency services, should they be needed?

Facilities & Conditions

☐ Weather forecasts/conditions are checked before each training session, and training is cancelled if conditions are not appropriate (outdoor facilities only, though roof leaks may present a risk at indoor courts)?
☐ Change room facilities are periodically checked and are in a hygienic & safe order?
☐ The general training area surfaces and facilities are inspected before the commencement of each training session, swept and mopped where necessary and training proceeds only in circumstances/areas where it is safe to do so?
☐ If there are goal support posts present they are protected by padding, and any markers used for training drills are made from non injurious materials?
☐ Individual drills/activities are segregated (by time or distance or orientation) to ensure they do not pose a risk to each other?
☐ Drills/activities are conducted so that they do not pose a risk to buildings, spectators, the general public or traffic (nor does traffic pose a risk to the participants)?
☐ Where necessary outside drills/activities will be orientated in a north-south direction to limit visual interference from the sun?

Equipment

☐ Equipment and protective equipment supplied by the school is sufficient in quantity, is appropriate to the activity, age & skill of participants, the level of competition, etc and is in good order?

Coaches

☐ Coaches are appropriately trained and are competent to carry out their designated role at this level of competition?
☐ Coaches are briefed on (and are aware of) their responsibility for the safety, health & wellbeing of players, as well as the general safety of spectators and the public?

Signed: ………………………………
TRAINING INSPECTION CHECKLIST – ROWING (SCL 3.8)

Section A: Details & Instruction

Coach’s Name: __________________________ Date: _____/_____/_____

Venue: __________________________

The following checklist must be completed by the team coach once a month during pre-season & in-season training. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

Rescue & First Aid

☐ For each training session appropriate rescue personnel, first aid providers, rescue and first aid equipment & facilities are readily and immediately available?

☐ Safety boats have been checked and comply with the requirements set out in Section II D Coaching Boats of FISA’s Minimum Guidelines for the Safe Practice of Rowing (refer Appendix A for Checklist for Coaching & Safety Boats).

☐ Appropriate means of communication is readily available in the event of an emergency?

☐ Coaches (& “fill ins”) understand the procedure to follow in the event of an emergency?

☐ There is access to the site for emergency services, should they be needed?

Facilities & Conditions

☐ Weather forecasts/conditions are checked before each training session, and training is cancelled if conditions are not appropriate?

☐ Change room facilities are periodically checked and are in a hygienic & safe order?

☐ The rowing training course, boat shed, paths, ramps, docks, pontoons, viewing towers, & course surrounds are inspected regularly and are in safe condition?

☐ The rowing equipment is maintained in good order, including compliance with the requirements set out in Section II A Safe Rowing Equipment of FISA’s Minimum Guidelines for the Safe Practice of Rowing?

☐ There is an appointed and trained Safety Advisor, and a “Code of Safety” (or equivalent) operating at the school as recommended by FISA’s Minimum Guidelines for the Safe Practice of Rowing?

Coaches

☐ Coaches are appropriately trained and are competent to carry out their designated role at this level of competition?

☐ Coaches are briefed on (and are aware of) their responsibility for the safety, health & wellbeing of competitors, as well as the general safety of spectators and the public?

☐ Crew members of coaching or safety boats are competent to operate the boat(s) under their control?

☐ Crew members of coaching or safety boats are supplied with life jackets and wear them at all time when on the water?

Signed: ………………………………

SATIS Sport Check List (SCL 3.8) – Effective 01/07/2008.
SCL 3.8, Appendix A – Supplementary Checklist for Coaching & Safety Boats

Section A: Details & Instruction

Coach’s Name: __________________________ Date: _____/_____/_____

Boat: ____________________________________________________________________

The following checklist must be completed by the team coach once a month during pre-season & in-season training. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

☐ There is a bailer and, for inflatable dinghies, a suitable pump and a spare valve?
☐ There is a horn or similar warning device, capable of attracting attention over a distance of at least 200 metres (217 yards)?
☐ There is a grab line at least 15 metres (16 yards) long with a large knot tied in one end to assist throwing (Ideally a purpose made rescue/heaving line throw-bag)?
☐ There are ample thermal/exposure blankets to reduce wind-chill and counteract hypothermia?
☐ There are ample rescue life buoys/life jackets (in addition to one for each crew of the coaching or safety boat)?
☐ There is a basic first aid kit (with a list of contents)?
☐ There is a sharp knife with carrying sheath?
☐ There is a paddle?
☐ There are simple handholds fixed to the side of the launch to give help to any person being rescued, and provide self help should the driver fall overboard?
☐ There is an engine cutout lanyard device?
☐ There is an anchor and line?
☐ There is a waterproof flashlight and sound signalling equipment (for use in low light conditions)?
☐ There is a tool/spare parts kit (with a list of contents), in a waterproof box which is stored, as far as is possible, in dry area of the boat?
☐ There is a reserve can of pre-mixed fuel (which is full)?
☐ The engine mounts are secure, and a secondary safety fitting is in place and secure?
☐ The hull and the engine are compatible, considering the size & type of boat, and the load/crew to be carried?
☐ If the regatta is to be conducted on enclosed water the boat design should be of a type which will enable the boat to accompany a crew rowing at speed without creating a wash that makes the water unusable or unsafe for everyone else, or causes damage to the banks or installations?

Signed: …………………………………
TRAINING INSPECTION CHECKLIST – SOCCER (SCL 3.9)

Section A: Details & Instruction

Coach’s Name: __________________________ Date: _____/_____/

Venue: ___________________________________________________________________

The following checklist must be completed by the team coach once a month during pre-season & in-season training. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid
☐ There is appropriate access to first aid providers & facilities if needed?
☐ An appropriate means of communication readily available in the event of an emergency?
☐ Coaches (& “fill ins”) understand the procedures to follow in the event of an emergency?
☐ There is access to the training area for emergency services, should they be needed?

Facilities & Conditions
☐ Weather forecasts/conditions are checked before each training session, and training is cancelled if conditions are not appropriate?
☐ Change room facilities are periodically checked and are in a hygienic & safe order?
☐ The general training area surfaces (incl. checks for exposed sprinklers) and facilities are inspected before the commencement of each training session, and training proceeds only in circumstances/areas where it is safe to do so?
☐ Corner flags, and markers used for training drills are made from non injurious materials?
☐ Individual drills/activities are segregated (by time or distance or orientation) to ensure they do not pose a risk to each other?
☐ Drills/activities are conducted so that they do not pose a risk to buildings, spectators, the general public or traffic (nor does traffic pose a risk to the participants)?
☐ Where necessary outside drills/activities will be orientated in a north-south direction to limit visual interference from the sun?

Equipment
☐ Equipment and protective equipment supplied by the school is sufficient in quantity, is appropriate to the activity, age & skill of participants, the level of competition, etc and is in good order?

Coaches
☐ Coaches are appropriately trained and are competent to carry out their designated role at this level of competition?
☐ Coaches are briefed on (and are aware of) their responsibility for the safety, health & wellbeing of players, as well as the general safety of spectators and the public?

Signed: ………………………………

SATIS Sport Check List (SCL 3.9) – Effective 01/07/2008.
The following checklist must be completed by the team coach once a month during pre-season & in-season training. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid

☐ Appropriate first aid providers & facilities readily available?
☐ An appropriate means of communication readily available in the event of an emergency?
☐ Coaches (& “fill ins”) understand the procedure to follow in the event of an emergency?
☐ There is access to the ground for emergency services, should they be needed?

Facilities & Conditions

☐ Weather forecasts/conditions are checked before each training session, and training is cancelled if conditions are not appropriate?
☐ Change room facilities are periodically checked and are in a hygienic & safe order?
☐ The general training area surfaces (incl. diamond & bases, general ground surfaces & boundary fences and checking for exposed sprinklers) and facilities are inspected before the commencement of each training session, and training proceeds only in circumstances/areas where it is safe to do so?
☐ If there are goal posts present they are protected by padding, and any markers used for training drills are made from non injurious materials?
☐ Individual drills/activities are segregated (by time or distance or orientation) to ensure they do not pose a risk to each other?
☐ Drills/activities are conducted so that they do not pose a risk to buildings, spectators, the general public or traffic (nor does traffic pose a risk to the participants)?
☐ Where necessary outside drills/activities will be orientated in a north-south direction to limit visual interference from the sun?

Players & Equipment

☐ Equipment and protective equipment supplied by the school is sufficient in quantity, is appropriate to the activity, age & skill of participants, the level of competition, etc and is in good order?
☐ When practicing catching the catcher wears a protector, a face mask and a padded vest/garment?

Coaches

☐ Coaches are appropriately trained and are competent to carry out their designated role at this level of competition?
☐ Coaches are briefed on (and are aware of) their responsibility for the safety, health & wellbeing of players, as well as the general safety of spectators and the public?
TRAINING INSPECTION CHECKLIST – SWIMMING (SCL 3.11)

Section A: Details & Instruction

Coach’s Name: __________________________ Date: _____/_____/_____
Venue: ____________________________________________________________

The following checklist must be completed by the team coach once a month during pre-season & in-season training. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid
- Appropriate first aid providers & facilities readily available?
- An appropriate means of communication readily available in the event of an emergency?
- There are appropriate rescue personnel & facilities readily available?
- Coaches (& “fill ins”) understand the procedures to follow in the event of an emergency?
- There is access to the facility for emergency services, should they be needed?

Facilities & Conditions
- Weather forecasts/conditions are checked before each training session to identify whether it is appropriate for the training to go ahead (outdoor facilities only, though roof leaks may present a risk at indoor pools)?
- Change room facilities are periodically checked and are in a hygienic & safe order?
- The pool area, particularly the competitor preparation area, start blocks, pool (including lane ropes), pool exit and entry points, competitor and pedestrian routes, etc are routinely inspected, and training proceeds only in circumstances/areas where it is safe to do so?
- Individual swimmer training routines are monitored and segregated (by time or distance or orientation) to ensure they do not pose a risk themselves or one another?
- Training routines/activities are conducted so that they do not pose a risk to participants, spectators or the general public?

Swimmers
- Arrangements are in place for competitors to be briefed on any necessary safety rules and requirements upon joining a training squad and periodically thereafter?

Coaches
- Coaches are appropriately trained and are competent to carry out their designated role at this level of competition?
- Coaches are aware of their responsibility for the safety health & wellbeing of swimmers, as well as the safety of spectators and the public?

Signed: ………………………………

Satis Sport Check List (SCL 3.11) – Effective 01/07/2008.
TRAINING INSPECTION CHECKLIST – TENNIS (SCL 3.12)

Section A: Details & Instruction

Coach’s Name: __________________________ Date: ____/____/_____  

Venue: ___________________________________________________________________

The following checklist must be completed by the team coach once a month during pre-season & in-season training. The purpose is to identify potential safety risks so that they may be addressed. If you cannot tick a box then immediate steps must be taken to rectify the situation (this may involve completion of a risk assessment if the hazard cannot be easily removed). The completed checklist must be given to School Administration for retention.

Section B: Checklist Questions

First Aid
- Appropriate first aid providers & facilities readily available?
- An appropriate means of communication readily available in the event of an emergency?
- Coaches (& “fill ins”) understand the procedure to follow in the event of an emergency?
- There is access to the courts/facility for emergency services, should they be needed?

Facilities & Conditions
- Weather forecasts/conditions are checked before each training session to identify whether it is appropriate for the training to go ahead (outdoor facilities only, though roof leaks may present a risk at indoor courts)?
- Change room facilities are periodically checked and are in a hygienic & safe order?
- The court, lines markings, court surfaces & and court surrounds (including fences) have been inspected and are in safe condition?
- Where training is carried out in an area other than a tennis court the general training area surfaces (incl. checks for exposed sprinklers) and facilities are inspected before the commencement of each training session, and training proceeds only in circumstances/areas where it is safe to do so?

Coaches
- Coaches are appropriately trained and are competent to carry out their designated role at this level of competition?
- Coaches are aware of their responsibility for the safety health & wellbeing of players, as well as the safety of spectators and the public?

Signed: ……………………………..