



Guidelines for developing and implementing a sport safety plan

H O W T O B E C O M E A

SMARTPLAY CLUB



SMARTPLAY

Introduction

These guidelines will assist clubs to develop and implement sport safety practices. Every club has the responsibility to provide a safe environment for players, coaches, referees and spectators, not only to reduce the potential of injury but also to meet legal duties of care.

For your club to create a safe environment for its members, you need to develop a plan.

Sport safety planning and implementation is not hard, it's common sense. It is not a one-off event, but a cycle of continuous improvement. Changes to club personnel, playing rules, club equipment and facilities may require your club to provide ongoing education and training for all club members.

Follow the steps outlined in this booklet and your club and members will reap the rewards,

Active Australia/Sport Safety

Active Australia 'is a major national initiative aimed at increasing the participation of Australians in sport and physical activity. Active Australia recognises that Australians are becoming more discerning and critical in choosing how to spend their leisure time and that they are demanding activities tailored to their needs and which are fun and held in safe and accessible places.

Safety and the perception of safety are significant influences on people's choice of sport and physical activity and the organisations that provide these opportunities. Commitment to safety and safety management is integral to the principles of Active Australia.

Why plan?

Sport should be safe and enjoyable. It will never be risk free, but good planning and sport safety management can help prevent injuries. A nationwide commitment to safety in sport will encourage a safer sporting community.

Benefits for your club

Sport safety planning is about 'playing smart' being aware, being prepared and being active in promoting a safe sport environment for players, coaches, officials and spectators. The benefits for your club are:

- a fewer and less severe injuries
- lower insurance premiums
- recognition for being a 'smartplay club'
- satisfied members and increased membership
- well educated members
- reassured parents
- safety as a positive marketing tool for the club, and
- responsible and coordinated approach to sport safety.

IS YOUR CLUB A SMARTPLAY CLUB?

**Complete the
following checklist
to find out ...**

SMARTPLAY CHECKLIST

The following checklist is not exhaustive, but can be used as a guide to assessing your club's safety practices. It could also form the basis of your club's annual sport safety review.

	Yes	Partial	No
Are regular safety inspections of playing areas and equipment conducted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do new and existing members complete a pre-participation medical assessment form each year?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are members aware of club policies regarding illness and medical conditions which may affect participation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the use of protective equipment promoted and mandatory for certain age groups?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
What protective equipment is mandatory at your club? _____ _____			
What protective equipment is recommended but is not mandatory? _____ _____			
Are coaches and officials encouraged to attend approved education courses and to seek accreditation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do your members have access to quality coaching and skill development?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are warm-up, stretching and cool-down sessions promoted for all training and competition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is water/fluid provided for participants (especially during hot weather)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are correct fluid replacement practices actively promoted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are members given the opportunity to receive training in sports injury prevention and treatment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are appropriately trained and accredited sports injury management personnel present at games and training?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are sport first aid kits appropriately stocked and maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your club have an appropriate first aid treatment area?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do all teams have immediate access to first aid equipment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

SMARTPLAY CHECKLIST

Does your club have an emergency action plan for severe injuries?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are injury records kept for your club members?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you aware of any existing policies, regulations, codes of conduct, rules etc. that your state/national body may already have in place?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For example on: <ul style="list-style-type: none">• infectious diseases• head and spinal injury• drugs in sport• children in sport, etc.			
If yes, do you implement these policies in your club?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your club have a safety budget for training, equipment etc?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is a review / audit of safety procedures completed each year?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your club have adequate insurance for player injury and club liability?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your club have a written sport safety plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Signed: _____

Position: _____

Date: _____

If you answered YES to all questions, CONGRATULATIONS, your club has the characteristics of a Smartplay club. But don't stop here, there's always room for improvement, read on...

If you answered NO or PARTIAL to any of the questions. then read on for tips on sport safety planning for your club.

STEP BY STEP APPROACH TO PLANNING FOR SPORT SAFETY

The key to sport safety is having a coordinated plan.

The step by step approach below will help you prepare a sport safety plan for your club.

- 1. Put sport safety on the agenda**
 - Raise sports safety as an issue at each club committee meeting
- 2. Appoint a sports safety coordinator or committee**
 - Give them responsibility for overseeing the development and implementation of the sport safety plan
- 3. Summarise your club's current sport safety practices**
 - Complete the Smartplay checklist to establish your club's sport safety profile
 - Which sport safety practices is your club doing well and which areas need to be addressed?
- 4. identify priority areas**
 - Which aspects of sport safety does your club need to address immediately to ensure reasonable participant safety?
 - Which issues do you need to plan for due to financial reasons (eg padding all goalposts may require fundraising to complete)?
- 5. Seek support**
 - Contact Sports Medicine Australia or SportSafe Australia for sample policies and information on specific sport safety issues
 - Contact your state or national sporting organisation for information on rules, regulations and codes of conduct for your sport
 - Keep in mind that your club's plans and policies should be aligned with state and national sport safety policies. **Failure to do so may, in the event of an injury, reveal that the club is negligent and thus not covered by insurance.**
- 6. Check current insurance policies**
 - Does your club have adequate cover?
 - personal accident insurance
 - professional indemnity (covers the legal liability of coaches, trainers and officials)
 - public liability (covers property damage and personal injury as a result of club activities)
 - Seek advice from your state or national sporting organisation

STEP BY STEP APPROACH TO PLANNING FOR SPORT SAFETY

7. Who is responsible?

- It is important to ensure that everyone in your club is aware of their responsibility to promote a safe sport environment
- For example:
 - players should obey the rules, regulations and code of conduct of the sport
 - coaches should provide advice on skill development, encourage fair play and safe warm-up, stretching and cool-down procedures
 - referees should enforce the rules of the game and check the playing environment for obstacles or damage which could cause injury to players
 - sports trainers should be responsible for injury prevention and immediate injury management, and
 - parents should be aware of the club's safety policy and guidelines and encourage safe play.
- Duty statements or codes of conduct could be developed (check with your state or national sporting organisation, they may have examples)

8. Budget for safety

- Allocate resources for developing, promoting and implementing sport safety initiatives in your club's annual budget. Include items such as:
 - maintenance and replacement of club equipment
 - upgrades to playing environment
 - maintenance of sport first aid equipment
 - sports first aid training and education for club personnel, and
 - accreditation and training for coaches and officials.

9. Keep injury records

- Record all injuries which occur in training and competition in a first aid treatment book or file
- Review these records to determine factors causing injury
- Conduct an injury review to assess the effectiveness of sport safety practices
- Injury records are necessary should a litigation situation arise
- Sample injury record sheets are available from Sports Medicine Australia

10. Conduct an annual review

- Check progress against the priorities outlined in your plan
- Present a safety report at the annual general meeting
- Include the safety report in your club's annual report

For further information contact the Sports Medicine Australia office in your state, or the state organising body for your sport- refer to the contact list on last page

Promoting sport safety

Promote the benefits of sport safety and the need for coordinated sport safety planning to parents, players, coaches and managers. Keep members informed and aware of your club's progress in implementing sport safety practices.

- Display sport safety posters in and around the playing area and clubrooms
 - Print sport safety tips and articles in the club newsletter
 - Use the club noticeboard to promote your safety plan
 - Contact the local press about your safety initiatives
 - Make an announcement about your safety plan at club functions, training and competitions
 - Print sport safety tips on competition score sheets
 - Promote sport safety tips over the PA at competitions
 - Display signs promoting the club as being '*A Smartplay club*'
 - include messages on club letterheads and other promotional materials
 - For example: 'Miami Junior Hockey Club is *a Smartplay club*'
- Introduce a Smartplay sportsperson/team of the month award to those demonstrating safe sporting behaviour
 - Run a Smartplay competition-eg a quiz, colouring in or design a poster competition
 - Encourage senior athletes, coaches/trainers, referees/officials, committee members and parents to act as role models of safe sporting behaviour, particularly to junior participants

Staying sport safe

Keeping sport safety on the agenda is essential to ensure that your club continues to provide participants with a safe playing environment and has an ongoing commitment to reducing the incidence of injury. Continual change, without ongoing education, to the membership of the club's management structure could cause sport safety to be 'put on the shelf'. Developing a sport safety plan and an annual sport safety review is an important step to ensure that sport safety maintains a healthy profile within your club.

Case Study **KALAMUNDA BASKETBALL CLUB**

Aware of the importance and benefits of being a safe sport club, Kalamunda Basketball has developed an innovative sport safety plan. All members are given a copy of the plan each year when they register and sport safety information is available to members at all times.

Kalamunda has adopted **The Three 'P's** for their sport safe plan.

Policies

Kalamunda Basketball has adopted the following policies:

- suitable clothing and footwear must be worn the use of custom fitted mouth guards and ankle bracing/taping is highly recommended
- court surfaces are adequately maintained and checked before any training or competition-obstructions, moisture etc.
- warm-up, stretching and cool-down should be included before and after all training and competition sessions
- adequate public liability and player insurance is in place
- SMA blood/infectious diseases policy has been adopted
- SMA pregnancy and sports participation policy has been adopted
- SMA children in sport guidelines have been adopted players are advised to replace fluids before, during and after competition sessions and to have their own water bottle
- coaches are aware of the medical history of their players and all players complete a pre-season medical assessment form
- players who are ill, feverish or recovering from illness should not participate until recovered, and any player suffering a concussion/head injury must produce a medical clearance before returning to play.

People

Kalamunda Basketball promotes safe and enjoyable participation for all and provides ongoing education and training for members:

- accredited sports first aiders and sports trainers are present at all games and training sessions
- emergency contact numbers/location for nearest doctor/hospital/dentist are available at all times coaches and referees are encouraged to undertake and maintain accreditation club members, coaches, players, officials and parents are encouraged to attend sports medicine training, and coaches, players, officials and parents are made aware of their roles and responsibilities and are encouraged to act as safe sport role models at all times.

Property

Kalamunda recognises the need to provide a high quality playing and spectator environment. The following safety practices are in place:

- court area is adequately maintained and fitted with appropriate equipment – space around courts, spring rings, padded backboards and safe seating
- first aid room is adequately stocked and maintained-ice, first aid kit, wheelchair, stretcher and access
- floor wipes and mops are available at all times, and
- change rooms are clean, hygienic and well maintained.
- Kalamunda Basketball conducts an annual review of their sport safety practices and updates **The Three 'P's** plan as necessary.

FURTHER INFORMATION

Contact the Sports Medicine Australia office in your state

Western Australia

PO Box 57
CLAREMONT WA 601 0
Tel: (08) 9441 8248
Fax: (08) 9441 8255

South Australia

27 Valetta Road
KIDMAN PARK SA 5025
Tel: (08) 8234 6369
Fax: (08) 8234 6352

Victoria

1 st Floor
120 Jolimont Road
JOLIMONT VIC 3002
Tel: (03) 9654 7733
Fax: (03) 9654 8556

New South Wales

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Fax: (02) 9660 11 53

Queensland

PO Box 240
ST LUCIA QLD 4067
Tel: (07) 3870 4195
Fax: (07) 3870 7584

Tasmania

GPO Box 2063
HOBART TAS 7001
Tel: (036) 295 1891
Fax: (036) 295 1891

Australian Capital Territory

ACT Sports House
Maitland Street
HACKETT ACT 2602
Tel: (02) 6247 51 1 5
Fax: (02) 6247 511 5

Northern Territory

PO Box 2331
DARWIN NT 0801
Tel: (088) 9815 375
Fax: (088) 9813 890

National Office

PO Box 897
BELCONNEN ACT 2616
Tel.. (02) 6251 6944
Fax: (02) 6253 1489

Active Australia

SportSafe
PO Box 176
BELCONNEN ACT 2616
Tel: (02) 6214 1776
www.ausport.gov.au

Contact the state or national organising body for your sport or the Department of Sport and Recreation in your state.