



# 2018/19

## PENRITH GIANTS JUNIOR AUSTRALIAN FOOTBALL CLUB



## RISK MANAGEMENT PLAN



**PJAFC Club was established in 1981. We promote Australian Football in a fun, safe and family orientated environment.**

Penrith Junior Australian Football Club  
Grey Gums Oval Grey Gums Road  
Cranebrook, NSW 2749

## INTRODUCTION

Risks are inherent in all aspects of Australian Football competition and training activities. The Risk Management Plan outlines a considered and systematic approach to the management of risks associated with Australian Football.

The aim of the Risk Management Plan is to encourage a safer environment for all players, officials, volunteers and spectators associated with completion and training activities. All personnel involved with The Penrith Junior Australian Football Club (PJAFC) are encouraged to be actively involved in the management of risks for the ongoing improvement of sporting practises at this club.

The Risk Management Plan has been developed by evaluating sporting activities and the playing environment to determine how risks will be effectively managed. The Risk Management Plan documents procedures to ensure that players, officials and volunteers are all aware of their responsibilities.

## ACKNOWLEDGEMENTS

The PJAFC Risk Management Plan has been developed to align with the Australian Football Rules and Laws including relevant guidelines as referenced to ensure a safer playing environment for all.

Mr T Badger	PJAFC former president
Mrs D Nicholson	PJAFC former Risk Management Officer
Mr J Patterson	PJAFC former First Aid Officer

Mrs Kath Willis	Current Club Executives
Mr Ronan McNally	
Mr Isaac Derby	
Mrs Julie Chard	Current Risk Management Officer

CLUB EXECUTIVE

## **AMENDMENTS**

Amended January 2015. PSJAFC changed to PJAFC

Swans changed to Giants

Penrith Junior Australian Football Club have adopted the name Penrith Junior Giants

Penrith Junior Australian Football Club entered the 2015 competition to be known as PJAFC playing as Penrith Giants

Amended April 2015 Removal of Statutory Declarations are no longer a legal form of proof of being able to work with children

Amended September 2015 Addition of new photograph on front cover of this document.

Thank you to the 2015 Auskickers for their entry into the NSW Office of the Children's Guardian Kid safe Campaign

Amended March 2018 Change to Season 2018 onwards

Amended March 2018 Change Front Cover

Amended March 2018 Addition of Club Executives as Signatures

## **DEFINITIONS**

**CLUB EXECUTIVES** Club Executive Committee, three persons to replace one President from end of 2017 season

**EMERGENCY PLANNING** includes access to telephone, venue access for emergency vehicles and access to appropriate and adequate first aid equipment and supplies for all matches/competitions and where practical at training/practise sessions.

**FIRST AID** is the initial and immediate treatment given to a person who has been injured or suffered an illness.

**HAZARD** means an event that has the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

**INCIDENT** means an event that has the potential to harm or injure a person or the environment.

**RISK** is the effect (positive or negative) of uncertainty on objectives expressed in terms of the likelihood and consequences of a hazard causing harm to a person or the environment.

**RISK ANALYSIS** is the process to comprehend the nature of the risk and determine the level of risk (likelihood, consequences and overall level of risk using a risk matrices

**RISK EVALUATION** is the process of determining the target likelihood, consequences and overall risk rating and to determine whether the risk and/or its magnitude is acceptable or tolerable.

**RISK MANAGEMENT** is the culture, processes and structures that are directed towards the effective management of potential opportunities or adverse effects and the coordinated activities to direct an organisation with regard to the uncertainty on objectives

**RISK MANAGEMENT POLICY** is a statement of the overall intentions and direction of an organisation related to risk management

**RISK MATRIX** is a tool used in the ranking or prioritisation of risks

**RISK REGISTER** PJ AFC uses an electronic risk management registry for capturing, managing and reporting on all risks affecting the club.

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# **PENRITH JUNIOR AUSTRALIAN FOOTBALL CLUB – RISK MANAGEMENT POLICY**

## **Policy Statement**

**The Penrith Junior Australian Football club AKA Penrith Giants acknowledges that we have a duty of care to consider all reasonably foreseeable risk and to make informed decisions regarding these risks. PJ AFC acknowledges the role of risk management as critical to the safe and controlled provision of the sport to players, officials, volunteers and spectators. The Risk Management Plan ensures that health and safety is embedded at all levels of the club.**

## **Risk Management Strategy**

The PJ AFC is committed to managing risk in accordance with the process described in Australian/New Zealand Standard ISO 31000:2009 Risk Management Principles and Guidelines describes the main elements of the risk management process as

- Ongoing communication and consultation
- Establish context
- Identify risks
- Evaluate risks
- Monitor and review risks

Categorising risks helps understand risks, assist with planning and reporting processes. Risks can fit under many categories. The following risk categories should be considered by PJ AFC

- Health and Safety
- Legal and Financial
- Leadership and Management
- Facility & Asset Management
- Image & Reputation

The management of identified risks associated with PJ AFC sporting activities and playing environment will be documented in policy and procedures incorporated within the Risk Management Plan. Information has been adopted from AFL Greater Sydney Juniors Competition, AFL NSW/ACT, Next Generation Australian Football Match Policies developed by the Australian Football League in collaboration with State Football bodies and the Australian Sports Commission including other guidance and reference material where applicable.

## **Purpose**

The purpose of this policy is to provide a framework for the elimination or control of all risks associated with the PJ AFC competition and training activities.

## Scope

The successful implementation of the Risk Management Policy requires a consistent and systematic approach to risk management at all levels of the Football Club's operation. In order to manage risk in accordance with best practise, the PJAFC will comply with relevant Standards, Health & Safety legislation, AFL Greater Sydney Juniors Competition, AFL NSW/ACT and Australian Football League policies and guidelines.

## Objectives

The objectives of the policy are to

- Identify, report and analyse the Club's liability associated with its range of risks
- Encourage the ongoing identification and reporting of potential risks
- Develop a risk register for identified risks
- Develop, prioritise and implement, ongoing plans and strategies to address risks
- Promote and support risk management practises throughout the Club
- Gain organisational support for risk management undertakings
- Educate members on good risk management practises
- Minimise the cost of insurance claims and premiums
- Protect the Club's corporate image as a professional, responsible and ethical organisation.

The Risk Management Policy will be reviewed annually at the Annual General Meeting of the Football Club to ensure the objectives remain appropriate and effective

## RISK MANAGEMENT PROCEDURES

### Risk Management Sub-Committee

The PJAFC Risk Management Sub-Committee will comprise of the Club's Risk Management Officer, Club Executive, two Committee Members and a Player/Parent Representative. The Sub-Committee will develop, monitor and review the Risk Management Plan and undertake comprehensive risk analysis of the Club's activities. The PJAFC Risk Management Committee shall be responsible for the establishment of a Risk Register and the setting of plans and strategic timeframes for treatment of risks.



## Risk Identification

The process of identifying risk involves a review of hazards associated with the PJAFc sporting activities, playing environment and facilities that could cause injury/illness, damage to property or potential loss to the Club.

To ensure that all aspects of the Club are considered the following will form part of the overall review

- Reviewing all reported incidents, provision of first aid and liability/personal injury claim reports
- Observing match and training activities and inspection of the playing environment/facilities.
- Consulting with members, officials, players and parents

All identified risks should be documented, analysed and detailed on the Risk Register completed by the PJAFc Risk Management Officer

## Risk Analysis

Risk analysis involves the assessment of the Club's exposure to risk, by gathering information about hazards, taking into consideration the adequacy of existing controls and using it to determine the level of risk. The Risk Matrix is used to evaluate the likelihood (chances or possibility of it occurring) and consequence of actual and potential risks, giving a risk rating

Various sources are used to determine and evaluate mitigation of risks including, but not limited to the following

- incident reports and investigation outcomes
- JLT Sport Match Day inspection outcomes
- Insurance requirements and liability claim reports
- AFL Rules and By-Laws, AFL Policy and Work Health and Safety legislative requirements
- Risk Management framework

PJAFc has developed a risk rating matrix consistent with principles of the AS/NZS ISO 31000:2009 Risk Management. The matrix must be used when analysing risks

## Risk Matrix

LIKELIHOOD	CONSEQUENCE RATINGS					
		Catastrophic (Multiple deaths or life threatening injury/illness. Permanent loss/damage to major functions)	Major (Death or life threatening injury/illness. Prolonged disruption/damage to major functions)	Moderate (Serious harm/injury resulting in medical treatment/hospitalisation. Temporary disruption/damage to functions.)	Minor (Minor harm/ injury resulting in first aid or medical treatment. Localised disruption/ damage to functions.)	Insignificant (Harm/injury not requiring immediate treatment. Minimal effect or damage to functions.)
		1	2	3	4	5
<b>Almost Certain</b>	1	E	E	H	H	M
<b>Likely</b>	2	E	H	H	M	M
<b>Possible</b>	3	E	H	M	M	L
<b>Unlikely</b>	4	H	H	M	M	L
<b>Rare</b>	5	H	M	M	L	L

Probability	Frequency
> 95 – 100%	Several times a week
> 70 – 95%	Monthly or several times a year
> 30 – 70%	Once every 1-2 years
> 5 – 30%	Once every 2-5 years
< 5%	Greater than once every 5 years

RISK RATING		ACCEPTABILITY OF RISK
<b>Extreme "E"</b>	Requires immediate attention. Detailed action plan required. Escalated immediately to the PJ AFC President	<b>Intolerable:</b> exposure to the hazard would normally be discontinued except in extreme circumstances.
<b>High "H"</b>	Requires action and detailed treatment plan. Reported to the PJ AFC President	<b>Tolerable with Continuous Review:</b> discontinue when reasonably practicable except in exceptional circumstances.
<b>Medium "M"</b>	Requires attention to continue or strengthen control measures. Responsibility allocated to Official member for action.	<b>Tolerable with Periodic Review:</b> may continue provided it has been assessed and mitigated to as low as reasonably practicable with periodic review of risk.
<b>Low "L"</b>	Managed by routine procedures and continuation or strengthening of current controls	<b>Acceptable with Periodic Review:</b> exposure to the hazard is acceptable with periodic review of risk to ensure that risk does not increase.

### Evaluation & Management of Risks

The purpose of risk evaluation is to assist in making decisions, based on the outcomes of risk analysis, about which risks need treatment and the priority for treatment implementation. Risk evaluation involves comparing the level of risk found during the analysis process with risk criteria established to determine whether a level of risk is acceptable or needs to be treated. Risk area where the residual risk is greater than tolerable risk levels mitigation treatment plans should be developed.

A Risk Register will assist manage identified risks. The Risk Register will include review date, identified risk category, risk events, mitigation strategies, risk ratings, treatment plans, residual risk ratings, person responsible and timeframes.

### Monitoring and Review

It is incumbent on the Football Club's Risk Management Sub-Committee to review the Risk Register on a

regular basis to ensure mitigation strategies are effective and treatment plans progressed and report outcomes to the PJAFc Committee.

## HEALTH AND SAFETY PROCEDURES

PJAFc will ensure that Health and Safety procedures are in place to ensure compliance with the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011. This legislation applies to workers including volunteers. Under common law, a duty of care is also imposed on organisations to ensure all reasonable precautions are taken to prevent injury.

Research has shown that junior football is very safe. The incidence of injury in junior football is very low, and serious injury is extremely rare. To maintain this position, PJAFc has prepared the following procedures to adequately deal with injuries or emergencies should they occur. These procedures include the provision of first aid support, emergency response, safety equipment, environment and medical issues to improve the safety of junior players, officials, volunteers and spectators.

### Responsibilities

Within the Club there are several appointments that have specific responsibilities for supervision and implementation of safety related issues. This does not exclude any other official, parent or player from identifying, reporting and acting on safety issues. The following positions hold responsibility for the health and safety of the PJAFc competition and training activities:

- Club President
- Vice President Administration/Webmaster
- Auskick Coordinator
- Treasurer
- Canteen Manager
- Registrar
- Coaching coordinator
- Grounds Manager
- Equipment/Property Officer
- Communications and Media Officer
- Child Protection Officer
- Risk Management Officer
- Team Managers
- Coaches, and
- Qualified First Aid Personnel

## Code of Conduct

PJAFC ethical behavioural standards conform to the AFL Code of Conduct for all participants. The PJAFC is aligned with the AFL Greater Sydney Juniors Competition Rules and By-Laws (2014) Coaches must agree to sign the AFL Coaches Code of Conduct as part of their accreditation, Copies of the 'Respect Officials' posters are displayed in the home team change room, visitor change room, canteen, undercover shelter areas and near seating areas.

In addition all junior players, parents, managers and coaches are required to sign a role specific club code of conduct to be kept with Team Managers.

In the interest of the game of Australian Football, the AFL Greater Sydney Juniors Competition Board requires all parties within the competition to treat Umpires, the opposing Club's Officials Players, and supporters, and all related property with respect.

## Privacy

The Commonwealth Privacy Act governs the collection and use of personal information where a person's identity is

- apparent; or
- is obvious from the information

The legislation provides strict guidelines (known as the National Privacy Principles) about the collection, use and disclosure of such information and can be found at [www.privacy.gov.au](http://www.privacy.gov.au). PJAFC will not use any visual images of junior players in any public medium (including the website) without firstly obtaining the written consent of the parents or guardians.

## Legal Considerations

PJAFC will ensure the health and safety of junior players and volunteers who participate in and deliver junior football competitions and training activities (excluding laws associated with the administration of junior sport).

The law related to the welfare of junior participants emphasises the serious obligations for anybody taking responsibility for providing junior players with activities and/or care, PJAFC has a duty of care to

- Be aware of the underlying legal issues relevant to the provision of sport; and
- put appropriate safeguards in place

This protects both volunteers and junior players

## Child Protection

Child protection legislation provides a screening process intended to reduce the risk of sexual or physical harm to children. It aims to keep young people safe from abuse and protect them from people who are unsuitable to work with children. Under current child protection legislation, a child is considered to be a person under 18 years of age

Child abuse includes

- sexual abuse/misconduct-any sexual act or threat imposed on a child;
- physical abuse-non-accidental injury or harm to a child;
- emotional abuse- behaviour that can cause psychological harm to a child (e.g. verbal abuse

Child protection legislation makes it mandatory for sporting organisations and individuals involved in sport as paid workers or volunteers to meet certain requirements. Under mandatory when upon reasonable grounds a person suspects a child has been or is being abused, that person must report it as soon as practical to the relevant NSW Government department(s). PJAFC can be audited at any time by AFL Officials and the NSW Commission for Children and Young People to ensure the Club is complying with Child Protection legislation.

The Child Protection (Working with Children) Regulation 2013, states that a Coach, Team Manager or their assistants for sport or activity for children is child related work (Part 2, Clause 7) and are required to complete a Working with Children Check. Club officials such as umpires, and ground persons where their work does not ordinarily involve contact with children without other adults being present are not required to comply with this legislation.

However effective from June 2015 it is a requirement of the AFL that all Managers, Coaches assistant Managers and Assistant Coaches and Committee Members must have a working with children check as all of these persons may have one on one contact with children.

The new requirements which commenced in 2013 will be phased in over a five year period.

Volunteers can complete their Working with Children Check as from April 2014 and are not required to pay, Coaches, Team Managers and relevant Club Officials must undergo the appropriate screening and complete the 'Working with Children Check' to declare that they are not prohibited from working with children.

Coaches, Managers and relevant Officials need to go to

[www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au) and fill in the online application form. Once you have submitted the form, you will receive an application number and you must present proof of identity to NSW Motor Registry or NSW Council Agency that offers RMS services.

For more information regarding the Working with Children Check visit the NSW Office of the Children's Guardian website <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/Volunteers-and-students>

The PJAFc Child Protection Officer will verify at the beginning of each season new and current Coaches, Team Managers and relevant Club Officials Working With Children Checks online.

### Racial and Religious Vilification

PJAFc has adopted the AFL policy that deals with on-field racial and religious vilification (refer to the AFL NSW/ACT vilification and Discrimination Policy November 2012). This club remains determined to send a strong message to the football community that such behaviour is not acceptable. Racial and religious abuse is best tackled by education and conciliation.

### Respect and Responsibility

PJAFc has adopted the AFL Respect and Responsibility Policy. The policy aims to foster a culture and an environment of equality between women and men. It is difficult to ensure an environment of equality is generated where women are not appropriately represented at all levels of the club, or are discriminated against on the basis of their sex, sexually harassed or otherwise marginalised rather than being recognised for their skill and contributions. Football Clubs are an important part of Australian society and thus need to be a safe supportive and inclusive environment for women. The AFL also recognises women and girls are involved at all levels of community football.

### Discrimination, Harassment & Bullying

PJAFc has adopted a zero tolerance to discrimination, harassment or bullying of any player, official or volunteer associated with the Club. This Club remains determined to ensure that the football community is aware that discrimination, harassment or bullying behaviour is not acceptable.

**Direct discrimination** occurs when young people are

- treated less favourably in, for instance, access to training or selection in teams because of their gender, ethnicity, disability or sexual orientation and
- refused membership or provided membership on less favourable terms and conditions than other membership

**Indirect discrimination** occurs when a practise impacts on one junior more than another because of a person's characteristic. Discrimination is prohibited in regard to work, education provision of services and registered Clubs

**Harassment** is any form of behaviour that is not wanted, asked for or returned, and likely to create a hostile or uncomfortable environment by;

- humiliating someone;
- seriously embarrassing them;
- offending them
- or intimidating them

**Bullying** is repeated unreasonable behaviour directed towards one person or a group of people that creates a risk to health and safety. It is behaviour that victimises, humiliates or undermines an individual group or people.

### Drug Use

The use of illicit drugs by officials, players, volunteers, parents or spectators is not tolerated. PJAFC will inform the police of any such activity.

### Alcohol

Consumption of alcohol at Grey Gums grounds is prohibited before, during and after junior matches. PJAFC is responsible for the conduct of their members, supporters and followers.

### Smoke Free

PJAFC supports the Smoke Free Outdoor Policy (2007) of Penrith City Council. Smoking is banned by officials, players, umpires, volunteers, parents and spectators in access ways to and from the grounds, seating areas, canteen/BBQ servery and preparation areas, change rooms and facilities as outlined in the PJAFC smoke free Policy (2009)

The Smoke Free Outdoor Area Policy states that smoking is banned within 10 metres of all children's play equipment and at all sporting fields, as infants and children are more susceptible to the health effects of passive smoking.

PJAFC reserves the right to expel any member not complying with this code of behaviour and reserves the right to request any spectator to leave the sporting area if in breach of this policy.

## DEALING WITH EMERGENCIES

Planning what to do when an emergency occurs is an essential part of risk management. The following procedures will ensure that there is managed responses when dealing with emergencies so junior players are well cared for.

As a requirement by the AFL a competent in Emergency Management must be in attendance at all matches/competitions and where practicable training/practise sessions. This person must be competent in emergency planning. On-field assessment of injured participants, On-field communication including signals, understanding of emergency responses and procedures, calling an ambulance and transport of injured

participants (Refer to the AFL Sports Trainers in Community Australian Football Policy May 2011).

PJAFC will ensure a person with current first aid qualifications is available at all junior games and training activities. The first aid provider will assess the situation, initiate the appropriate first aid treatment and response depending on the severity of injury.

### Assessment of Injuries

When an injury occurs during the match a fast on-field assessment is conducted by a first aider or match official. The fast-on-field assessment is STOP – stands for stop, talk, observe and prevent.

### TOTAPS

When attending to an injured athlete who is unconscious the DRSABCD (Danger, Response, and Send for help, Airway, Breathing, CPR, and Defibrillation) action plan must be followed. If the athlete is conscious the TOTAPS method of injury assessment can be used. This ordered procedure will provide information about the extent of the injury, and will indicate whether the person should be permitted to continue the game/performance or should be given medical treatment.

#### TOTAPS stands for:

<b>T</b> • for Talk	Ask the player what happened. Where does it hurt? What kind of pain is it?
<b>O</b> • for Observe	Look at the affected area for redness or swelling. Is the injured side different from the other side?
<b>T</b> • for Touch	Touch will indicate warmth for inflammation – touch also assesses pain.
<b>A</b> • for Active Movement	Ask the injured player to move the injured part without any help.
<b>P</b> • for Passive Movement	If the player can move the injured part, carefully try to move it yourself through its full range of movement.
<b>S</b> • for Skills Test	Did the active and passive movement produce pain? If no, can the player stand and demonstrate some of the skills from the game carefully? If an injury is identified, remove the player from the activity immediately.

It is important to note that the control of bleeding takes priority over TOTAPS.

### Managing Soft-Tissue Injuries

In order to effectively manage soft-tissue injuries the RICER procedure needs to be followed.

The immediate management of soft-tissue injuries during the acute inflammatory phase is very important for successful rehabilitation after the injury

The aims of immediate treatment are to;

- prevent further tissue damage
- minimise swelling

- ease pain
- reduce the formation of scar tissue
- reduce the time needed for rehabilitation

These aims are achieved through the application of the RICER procedure

**R for Rest**

**I for Ice**

**C for Compression**

**E for Elevation**

**R for Referral**

### Hard-Tissue Injuries

Hard-tissue injuries include fractures and dislocations. Because hard-tissues injuries can be accompanied by significant damage to muscle, blood vessels, surrounding organs and nerves. Immediate medical treatment is required. For serious hard-tissue injuries, the player should not be moved and an ambulance should be called

### Concussion

Concussion occurs when after a blow to the head there is a brain injury with some immediate disturbance of brain function. Any player showing the signs or symptoms of concussion should be removed from the field immediately and referred to a medical practitioner,

A player who suffers concussion with or without losing consciousness, should not participate in any match or training session until he/she is fully recovered and has been cleared by a doctor. Rest is the best treatment for concussion followed by a return to school, before a gradual return to physical activity. The Team Coach or Manager must cite a medical clearance before allowing a player who has suffered concussion to resume playing. For more detailed information refer to the AFL brochure on 'Management of Concussion in Australian Football' and the 'Concussion Recognition & Management Guidelines for Parents'.

From the beginning of Season 2015 PJAFC will be using the First Responder electronic app to review all concussion cases. This is a free app and available from both the Apple Store and The Google Play store.

First Responder recognise concussion in athletes

Sports Concussion Australasia

Sports cover

This app will forward an email to both club and parents and if desired the family doctor

PJAFC will follow whatever recommendations this app advises

### Spinal Injury

For serious injuries, the player should not be moved, and an ambulance called. Any player with an injury above the level of the collarbone should be treated as if they have an unstable cervical injury and must be assessed by a doctor. Where possible immobilise the head and neck in a stable position to prevent a change in the relationship between the positions of the head relative to the body between the flat of your two hands.

### Medical Emergencies

If the injured player requires immediate medical treatment for a serious injury the game should cease play until the injured player is escorted from the ground where possible. The Club First Aid Officer or the Emergency Response Coordinator must instruct the Ground Manager or Team Manager to call Emergency



Services, triple 0 (000) or 112 (if your mobile is out of phone range or credit) The person calling requests Ambulance Service, gives their name, details of location of ground (Grey Gums Road Cranebrook NSW), nearest cross road (McHenry Road, Cranebrook NSW and type of injury if known). Access by Emergency Services to the ground is via the northern gate entrance of Grey Gums Road, Cranebrook, and NSW. An Official of the Club must wait at the entrance gate to direct and escort the Ambulance Vehicle to the location of the injured player.

All serious incidents should be formally reported by the Team Manager to the Club President and Club Risk Management Officer, if not present at the time of the injury and an incident report form to be completed. All first aid treatment given by a first aider for an injury must be recorded on an incident form. Incident forms are forwarded to the Club President and Club Risk Management Officer for review and changes made to procedures if needed.

### First Aid Officer

First Aid is provided by a sports trainer, qualified first aider or by other volunteers with medical or higher level qualifications and experience (e.g. nursing, physiotherapy) as prescribed in the AFL Management of Injuries and Medical Emergencies in Community Australian Football guidelines for the safety of all youth/junior players PJAFc will meet these requirements as follows;

Level		Youth 13 - 17	Auskick/Junior 5 - 12
<b>Match</b>	Recommended	Sports Trainer / Qualified First Aid Officer	Sports Trainer
	Minimum	Emergency Response Coordinator	Qualified First Aider
<b>Training</b>	Ideal	Sports Trainer / Qualified First Aid Officer	Sports Trainer
	Recommended	Emergency Response Coordinator	Qualified First Aider

It is recommended that there is at least one person with the above competencies in attendance at all training/practise sessions. In any case the Club, generally through the coach, will be responsible for providing a safe environment if there is no other person with those competencies present at training

### First Aid Kit

A first Aid Kit will be made available at Grey Gums Ground for matches and training activities. At the beginning of the season and on a regular basis the first Aid is checked by the Club Risk Management Officer, using a checklist, to make sure that all materials are contained and that they are in date. Sport-specific rescue equipment (stretcher) will be accessible at Grey Gums grounds

A small first aid kit 'c' size kit will be issued to all Team Managers for each junior team for use at games and training activities. The Team Manager is responsible to check the first aid kit weekly using a checklist and request replacement items from the Club Risk Management Officer.

Surgical gloves (latex free) are provided for and to be used by all First Aid personal in the treatment of bleeding wounds

## Cold Packs

The Team Manager or First Aid personnel are responsible for ensuring that ice or cold packs are available at each training session and matches.

## FITNESS TO PLAY

### Medical Conditions

A requirement prior to participating in PJAFc competition and activities is that all players have parental approval and any known condition/restrictions brought to the attention of the Coach or Team Manager who will advise the Club President and Risk Management Officer.

A medical certificate from a doctor should be provided if there is potential for a medical condition interfering with participation, or playing football could adversely influence the condition. Recently ill or injured players should have adequate recuperation or rehabilitation before resuming training or competition. In addition, because of the highly physical nature of the game, players returning from significant injury are to have a medical clearance from their doctor prior to participating in training activities or playing Australian Football. If players are participating in the game or training activities against medical advice they will not be covered for personal injury insurance by the Australian Football National Risk Protection-Programme

### Members with Medical Restrictions

Members with a medical restriction may only participate in an activity within the limitations of the restrictions. It is a member's responsibility to comply with the requirements of a medical restriction and ensure that they do not participate in any sporting activity that may exacerbate an existing medical conditions

If members participate in competition and training activities this is done at their own risk, as they may not be eligible for compensation under the relevant insurance scheme. Members are encouraged to ensure that they possess adequate private health insurance prior to participating in any activity.

### Infectious Diseases

Playing football, as with all team sports, involves players training and playing in close contact with others. While this increases the risk of contracting common illnesses such as respiratory infections, skin infections or gastroenteritis. The following simple measures can reduce the chance of transmission of these infections:

- avoiding sharing drink bottles
- washing hands regularly
- avoiding spitting
- a generally clean environment in change rooms

These specific rules apply to players with acute bleeding during the game;

- they should be removed from the ground immediately and
- the bleeding controlled
- they may require medical attention
- all open wounds should be covered before return to play;
- All clothing contaminated with blood should be removed and washed.

These measures reduce the risk of transmission of blood borne-viruses

### Disposal of Discarded Needle Syringe

In the event that a discarded needle/syringe is found at the grounds, the item must be disposed of in a yellow sharps container, or a strong plastic, puncture proof container with a screw on lid. When disposing the item never hold the container while you are disposing of the needle/syringe.

Place the container on the ground next to the discarded needles/syringe. Put gloves on and pick up the

needle/syringe using a pick up tool e.g. easy reach tool/thongs. Do not attempt to bend, break or recap the needle/syringe. Carefully put the needle/syringe into the container. Replace the lid on the container and make sure it is tightly sealed, remove gloves and wash your hands.

Take the container or full yellow sharps container to a community sharps disposal bin. The closest disposal bin near Grey Gums Oval is located at Penrith Community Health Centre Soper Place, Penrith. Ph. 4732 9400, community Sharps disposal bin is open 24 hours.

For further information on safe disposal of needles/syringes contact NSW Health 24 hour Needle Clean up Hotline 1800 633 353

If a person sustains a needle stick injury

- Allow the wound to bleed freely
- Wash the wound with soap and running water
- Apply an appropriate dressing if necessary
- Seek medical advice and information.
- Report and sharp/needle stick injury to the club Risk Management Officer to record details of the incident

## PLAYING ENVIROMENT AND FACILITIES

Inspections are conducted to assess the safety of the grounds and facilities prior to the competition using the JLT Sport Match Day Checklist ([www.jltsport.com.au](http://www.jltsport.com.au)) by a home team authorised representative in consultation with an away team representative. Where some aspects of the playing facilities or playing surface is considered unsafe due to the condition or a hazard, safety concerns should be addressed to an acceptable level and recorded before play commences

The inspection should include checking that:

- The playing surface is in reasonable condition without holes, exposed sprinkler heads or hard patches,
- all rubbish is cleared away, especially broken glass, stones, lids from bottles and cans,
- change rooms, toilets, showers and first aid and treatment areas are clean and hygienic,
- Corner posts and other field posts cannot injure participants on contact.

A player shall not wear during a training session or competition;

- Any form of jewellery,
- Boot studs, plates/cleats or any protective equipment (other than approved protective equipment) unless the field umpire (for competition) or coach (for training) is satisfied that the item does not constitute a danger or increase the risk of injury to other players.
- Protective equipment that has become dangerous or increased the risk of injury to other players.

### Ground Sprinkler Cover – Oval 1 & Oval 2

As part of the JLT Sport Match Day Checklist all ground sprinkler covers on Grey Gums Oval! & Oval 2 playing fields are checked to ensure they are covered prior to games to ensure a stable playing surface. The ground sprinkler covers must be made safe by Coaches, Team Manager or Club Officials prior to any game or training activities on Grey Gums Oval 1 & Oval 2 playing fields.

Recessed sprinkler heads on sports grounds are normally made safer by covering. Erosion of the surrounds of the sprinkler caused by water pressure should be made level with the surrounding ground. A player should be able to run across this area and directly place a foot on the top of the sprinkler area with no disruption to their stride pattern or gait.

### Boundary Line

In order to prevent injuries to players and spectators, the distance between the boundary line and oval fencing should be a minimum of three metres.

### Goal Post Padding

In order to prevent injuries to players, officials and spectators, all fixed goal and behind posts must be padded as follows

- a minimum of 35mm thick foam padded, covered in canvas or painted;
- a minimum height of 2.5 metres from the bottom of each goal and behind post;
- suitable width to allow the padding to be fixed around each goal and behind post;
- The padding must be securely attached around each goal and behind post.

### Mouth Guards

It is recommended all junior players participating in any form of the game should wear an appropriately fitted mouth guard.

### Protective Head Gear

There is no strong evidence to suggest protective head gear is necessary in junior football. In the event that protective head gear (a helmet) is required because of disability or medical condition, a medical certificate should be provided that states the protective head gear will provide adequate protection.

### Spectacles

Junior footballers who wish to wear spectacles during matches and training sessions should wear spectacles with plastic frames and plastic lenses. A band must also hold the spectacles on securely. This will minimise the risk of injury to the player, team mates and opposition players.

### Fire Safety

The Club House facilities have appropriate fire systems and equipment that comply with the relevant Australian Standards/Building Code of Australia and should be maintained by Penrith Council. Emergency evacuation plans and procedures are displayed and relevant Club officials are trained in fire and safety and emergency response.

In the event of a fire at Grey Gums Oval or Club facilities a Club Official must call Emergency Services, triple zero (000) or 112 (if your mobile is out of phone range or credit). The person calling requests NSW Fire & Rescue Services, gives their name, details of location of ground (Grey Gums Road, Cranebrook, NSW). Nearest cross road (Mc Henry Road, Cranebrook NSW) and provide details about the fire. Club Officials are to ensure that all persons are moved to a safer location and away from immediate danger. Depending on the location of the fire persons should be assembled near Oval 1 seating area for ease of evacuation from the ground.

## ENVIRONMENT AND WEATHER CONDITIONS

In managing risk, consideration must be given to environmental factors and their impact on participants. Environmental conditions must be assessed prior to commencing any competition or training session. When conditions are deemed to be extreme, unfavourable or dangerous, consideration for re-scheduling or cancelling the event will be the responsibility of field umpires, coaches and officials.

### Hot and Humid Conditions

Vigorous exercise in sport places some people at risk of heat illness. Even in cool weather, heat illness may occur in people exercising at high intensity for more than 45 minutes. The risk of heat illness is obviously greater in hot or humid weather because;

- during high-intensity exercise in hot weather people may not be able to produce enough perspiration to adequately cool themselves, and
- High humidity may prevent adequate evaporation of sweat.

Children perspire less and get less evaporative cooling than adults. In warm and hot weather they have greater difficulty in cooling themselves, they look flushed, and feel hotter and more stressed than adults. Overweight children are particularly disadvantaged exercising in warm weather. Children should always be allowed to exercise at their preferred intensity, they should never be urged to exercise harder or compelled to play strenuous sport in warm weather. If children appear distressed or complain of feeling unwell, they should stop the activity.

### Cold Conditions

In extremely cold temperatures PJAF Club will consider postponing or cancelling scheduled matches. The AFL recommends junior leagues apply common sense guidelines to climatic conditions that exist within their respective regions.

### Fluid Balance

Substantial amounts of water are lost through perspiration when exercising vigorously in the heat, so fluid balance is important at any time, but, needs more attention in certain weather conditions. Junior players do not instinctively drink enough to replace fluid lost during activity. Junior players must be reminded to drink before, during and after training and competition.

Water is the most appropriate drink for re-hydration.

### Sun Protection

PJAF Club have a responsibility to protect junior players, to the greatest extent practical, from the dangers of sun exposure by applying a 30+ sunscreen in warm weather.

### Extreme Weather Conditions

The condition of the competition area may deteriorate due to changing weather conditions. Club Officials will ensure the safety of competitions by continual monitoring. If the weather conditions are considered to be unsafe the event will be either deferred or cancelled, depending on the specific circumstances.

### Lightning

PJAF Club has adopted the AFL Lightning Policy that is aligned to the AS/NZS 1768:2007 Lightning Protection Standard. When lightning is considered to be possible or actual threat to match or training activity, coaches and officials should monitor weather forecasts prior to schedule matches using the Bureau of Meteorology website. Increased awareness of lightning risk should continue on the match day until the activity has finished. If lightning is predicted within no less than 10km of the match venue at the scheduled starting time, the game commencement time may be delayed by up to 60 minutes. The decision to delay or suspend play as well as resume play will be based on information obtained from the Bureau of Meteorology.

## PHYSICAL INJURY PREVENTION STRATEGIES

### Pre-season Safety

All players should undertake appropriate pre-season conditioning. It is recommended that a minimum of four weeks of consistent training, be conducted prior to participating in competition activities. Advice about the contents of the pre-season training program should be sought from an Australian Football qualified Coach.

### Pre-game Safety

All players should warm-up for about 20 minutes before a game. This should include a range of movement exercises, and slow jogging which progresses to more intense running activities, with and without a football. Junior players should ensure they have a balanced, nutritional diet to ensure endurance, hydrate before and during the game, apply and re-apply sunscreen on sunny days and make sure they are fully aware of the rules of the game, particularly as they relate to safety.

### Post-game safety

All players should cool down for about 10-20 minutes after a game. This should include a range of movement exercise and slow jogging which progresses to less intense stretching activities. Junior players should ensure they are adequately hydrated after the game, have a balanced nutritional diet to aid recovery and seek medical advice/treatment for injuries, to assist a quick recovery.

## INSURANCE CONSIDERATIONS

Personal injury coverage for registered members of the Australian Football National Risk Protection Programme has been arranged under the JLT (AFL) Discretionary Trust. This cover is issued under the JLT Group Services Pty Ltd (JGS) as Trustee and Manager, with Insurance cover protecting the Trust and its members placed with Accident and Health International (AH) AHI act as an agent for Allianz Pty Ltd.

If a member is making a personal accident claim they must complete a current claim form from the JLT Sport website ([www.jltsport.com.au](http://www.jltsport.com.au)) or contact JLT Sport directly on 1300 130 373. If an incident occurs that could lead to a liability claim the club president and Club Risk Management Officer must notify JLT Sport.

PJAFC has a Certificate of Currency for General Public & Products Liability Insurance as part of the Australian Football National Risk Protection Programme. If an incident occurs that could lead to a liability claim the Club President and Club Risk Management Officer must contact JLT Sport immediately so that they can assist with the claim process.

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