

1.2 Duty of Care

Program Staff are responsible for ensuring that a duty of care is provided at all times.

The duty of care is defined as ensuring all reasonable steps are taken to overcome foreseeable risks.

This includes, but is not limited to, the following:

✧ **Providing an appropriate number of staff to supervise and instruct**

Staff should always include one person qualified in First Aid.

Wherever possible, both male and female staff should be present where the squad comprises both boys and girls.

If insufficient staff are available, the program coordinator may recruit the assistance of parents to assist with the operation of a session or will make the decision to cancel the session if unable to adequately supervise the activity.

✧ **Checking the safety of all venues used by Academy squads**

Staff will ensure the playing surface/competition or training venue is safe by visual inspection prior to session.

Squad members will be alerted to the need to inspect new surrounds at venues including showers, change rooms.

✧ **Controlling behavior of Academy squad members**

Staff are responsible for ensuring athletes wear the correct full uniform and not parts of other inappropriate clothing.

Sportsmanship during games must be insisted on by coaching staff and any serious breaches should be reported to the Executive Officer.

Athletes must be aware of the Code of behavior and adherence to the principles is expected by athletes representing SWSAS.

✧ **Ensuring athletes remain within areas controlled by Academy staff**

Coaching staff must know where athletes are at all times whilst at Academy events.

✧ **Checking bona fides of visitors to sessions**

Coaching staff should enquire with people attending training sessions/competitions wherever possible of their interest in the Academy athletes. Any instances of people attending sessions, taking photographs etc. and generally acting suspiciously should be questioned as much as possible and must be reported to the Executive Officer.

Every reasonable attempt should be made to identify visitors to Academy sessions.

✧ **Ensuring athletes injured during Academy sessions receive immediate treatment**

All coaching staff and sports trainers need to be aware of location for ice and first aid kits at any training sessions or competition.

Qualified First aid trainers must be available at every session conducted and used as first point of treatment or referral for injury.

Squad managers must have copies of all athletes' medical screening forms including emergency contacts at every session conducted.

Wherever practicable, coaching staff must be aware of the location of stretchers at any session.

Contact numbers of local hospitals and Ambulance services should be obtained and available to all coaching staff before any event.

Each squad is responsible for formulating a first aid plan to cope for any emergency situation. I.e.: Trainer to attend to immediate first aid. Head coach nominated to contact ambulance/hospital/doctors/parents as required.

Where an athlete is injured during an Academy session, the following will occur on a needs basis:

Trainer to make assessment of the injury and treat accordingly or refer.

Where athlete must see a doctor or specialist, the choice is up to the athlete and his/her family but the trainer should have local references available.

Where the athlete must be hospitalized. The squad manager or assistant coach will go to the hospital with the athlete in the absence of a parent.

Academy staff should establish contact with the medical professional on the same day as the injury to monitor the extent of injury, progress and welfare of the athlete and status of injury.

Relevant people should be contacted by the trainer or squad manager as the situation dictates i.e.: Parents, local coach, other staff, Academy Executive Officer.

An injury report form (Copy in manual) must be completed ASAP and submitted to the Academy Executive Officer.

✧ **Supervising athletes until collected by parents**

Coaching staff must remain at training/competition/education or drop off locations until ALL athletes are collected by a responsible adult. Duty of care exists until the physical handover occurs.

✧ **Ensuring athletes with serious injuries have a medical clearance before allowing them to resume training**

Where an athlete has received medical treatment in any form other than general first aid for an injury, a medical clearance will need to be sighted by the head coach before the athlete can participate in any Academy session.

Where an athlete has had minor first aid treatment, the head coach will determine through judgment or their own fitness test whether the athlete can participate in the session.

✧ **Ensuring athletes with injuries who participate in sessions do so without risk of further injury or possible injuries to others**

All athletes must have their own water bottles at all Academy sessions and wherever possible these should be labeled or identifiably different. No sharing of water bottles is acceptable. Where this is impractical (i.e.: Rugby League match) a squad may have a group of bottles, however no direct oral contact is to be made with bottles. It is the responsibility of the trainer to instruct the athletes of the requirements of use and to completely sterilize the bottles after each session these are used.

Coaching staff will recommend the wearing of helmets as appropriate.

Coaching staff will insist on the wearing of mouth guards at any sessions where physical contact is expected and where the insurance from local clubs requires such use. I.e.: Rugby League.

The collective use of spas as a team must be closely monitored by coaching staff in terms of safe water temperature and cleanliness of water.

Under no circumstance should a single coach and a single athlete be isolated from the group. Coaches must be mindful of being transparent in all dealings with athletes.

Any issue relating to pregnancy of an athlete which comes to the attention of any coaching staff will require the athlete in question to desist from participating in the physical aspects of the program until they can produce a medical clearance indicating it is safe for the athlete and their child to continue in the program. These instances need to be handled sensitively and should be referred to the Executive Officer.

Coaching staff need to familiarize themselves with the guidelines from Sports Medicine Australia on:

Pregnancy in Sport

Infectious diseases policy

Concussion and head injury

Member protection policy

Risk Management Policy

Privacy Policy

Grievance Handling Policy

All copies of which are available on the Academy website: www.swsas.org.au