

## INFORMATION FOR PRINCIPALS

### **EVENT: Primary Schools Triathlon Championships**

**DATE: Friday 3<sup>rd</sup> November 2023**

School Sport WA proudly presents the following information to Principals to assist in the completing checklist of the Department excursions and management plan.

#### **THE ENVIRONMENT**

- The venue is Champion Lakes, Sports Island, Henley Drive, Champion Lakes WA (Venues West)
- It is a public reserve set up specifically for a triathlon event.
- It has change rooms and ablution facilities.

#### **TRANSPORT ARRANGEMENTS**

- It is a school/parent responsibility to transport the students to and from the venue.

#### **THE STUDENTS' CAPACITY**

- Students are nominated by their schools/parents on the basis of their sporting ability. Information related to the students' health has been requested in writing from the students' parents.
- Schools are requested to ensure that their swimming competitors are capable of swimming 300m freestyle with comfort. Swimmers will be provided with identifiable swimming caps.

#### **THE SUPERVISORY TEAM**

- The students will be supervised by qualified teachers who have been appointed for their expertise in the area of triathlon.
- St John Ambulance First Aid Personnel will be in attendance to render emergency care.
- Schools attending should each have their own first aid kit.

#### **THE INVOLVEMENT EXTERNAL PROVIDERS**

- Health care will be provided by St John Ambulance personnel.
- All St John Ambulance personnel conducting activities have a current national police certificate.
- St John Ambulance has liability insurances to a limit of \$20m
- Public Liability documentation can be found at <http://www.schoolsportwa.com.au/other-pages/risk-management/>

#### **SUPERVISION STRATEGIES**

All participants:

- Will be supervised by the schools allocated teacher/s.
- Will be under the care of other teachers who will be present as course controllers, adult course marshals, and supervisors.
- Will be required to remain on site for the duration of the event unless accompanied by their parent/guardian.
- May not enter the water before or after their event unless directed to do so by the swim course controller.

#### **IDENTIFYING EVENT PARTICIPANTS**

Students:

- Will be registered on arrival by their school or parent/guardian.
- Will be dressed in an identifiable school uniform whilst at the race venue.
- Where possible will wear identifiable school uniform while racing.

#### **PROVIDE INFORMATION AND SEEK CONSENT**

- Parents/guardians of student participants have been provided with full details of the activity.
- Parent information sheets are available on the SSWA web site ([www.schoolsportwa.com.au](http://www.schoolsportwa.com.au))

#### **COMMUNICATION STRATEGIES**

- A public address system will be used to communicate with participants.
- Qualified staff supervising all activities will communicate using two way radios.
- Qualified staff supervising also have mobile phone contact.

#### **EMERGENCY RESPONSE PLANNING**

- A designated general assembly point will be shown to all participants prior to the race commencement.
- Participants will move to this point if initially unable to locate their supervising teacher. The supervising teacher will be called to this location to assist the student.
- The teacher-in-charge has a list of the names of participating students, contact telephone numbers, student medical information and relevant health information of supervisors.
- A minimum of 3 qualified Water Safety personnel will be on surf rescue boards in the water whilst students are swimming. Schools are requested to ensure that their swimming competitors are capable of swimming 300m freestyle with comfort. Swimmers will be provided with identifiable swimming caps.

#### **BRIEF STUDENTS AND SUPERVISORS**

- A full briefing will be provided to all participants prior to the events commencement.



## **INFORMATION FORM FOR PARENT/GUARDIAN**

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**DATE: Friday 3<sup>rd</sup> November 2023**

### **COST**

- Refer to the School Sport WA website. (invoiced by SSWA)

### **VENUE**

- The venue is Champion Lakes, Sports Island, Henley Drive, Champion Lakes WA
- It is a public reserve set up specifically for a triathlon event.
- It has change rooms and ablution facilities.
- Limited coffee van service and food (sausage sizzle) is provided. Students and parents are recommended to provide their own food and drinks for the day.

### **TRANSPORT ARRANGEMENTS**

- It is a teacher / parent responsibility to transport the students to and from the venue

### **STUDENT CONTACT ARRANGEMENTS DURING THE EVENT**

- Parents should make first contact with their supervising teacher who will have the contact details of the Race Director and Sport Coordinator.

### **SUPERVISION TO BE PROVIDED**

All participants

- Will be placed under the immediate supervision of the school's attending teacher
- Other teachers will be present as course controllers, supervisors and course marshals.
- Will be required to remain on site for the duration of the event unless accompanied by their parent/guardian.

### **STAFF ACTION IN CASE OF ACCIDENT OR ILLNESS AT THE EVENT**

- Qualified St John Ambulance personnel will be in attendance to render emergency care.
- Parents will be contacted immediately.

### **SPECIAL CLOTHING OR OTHER ITEMS REQUIRED**

- Whilst attending the School Sport Championship event, competitors are required to wear distinguishable school uniform or colours. It is highly recommended that students bring a hat and water bottle
- Schools and parents are requested to ensure that their swimming competitors are capable of swimming 300m freestyle with comfort. Swimmers will be provided with identifiable swimming caps.

### **NOTE:**

Staff supervising students at the event will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities. Entry to the water is strictly forbidden unless warming up for the race or when part of the swim leg.

Parents/guardians should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent.

Parents are required to present to the organisers, well before the trial, any change to their child's health and fitness where it is considered necessary, School Sport WA staff will arrange medical assessment and treatment for students.