

## INFORMATION FOR PRINCIPALS

**EVENT:** Secondary Swimming Carnivals

**DATE:** Thursday 7, Monday 11 & Tuesday 12, Tuesday 26 & Wednesday 27 March 2024

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 HBF Stadium, Indoor 8 Lane pool or Outdoor 10 Lane pool.
- It is a Venues West facility set up specifically for swimming.
- 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 swimming ability. Information related to the students' health has been requested in writing from the student's parents.

### THE SUPERVISORY TEAM

- The students will be supervised by qualified teachers and swimming referees who have been appointed for their expertise in the area of swimming carnival procedures and by on duty lifeguards.
- Qualified 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 personnel qualified in advanced First Aid.
- All personnel conducting activities have a current Working with Children Card.
- Venues West and SSWA both have liability insurances to a limit of \$20m

### 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 trials unless accompanied by their parent/guardian.
- Are not to enter the water before or after their event unless directed to do so by the swim course controller.
- Warm Up prior to 9.15am will be in allowed in each school's allocated lane under the supervision of qualified teaching or coaching staff (minimum 2 on pool deck).
- A minimum of 2 supervisors will be rostered at the diving pool at all times.

### IDENTIFYING EVENT PARTICIPANTS

Students:

- Will be registered by name and school for each event they enter
- Will be dressed in an identifiable school uniform whilst at the race venue.
- Where possible will wear identifiable school uniform while racing.
- All swimmers must have their year group marked clearly on their left arm with a permanent felt marker pen – approximately 8cm tall

### 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.

### EMERGENCY RESPONSE PLANNING

- HBF Stadium staff will advise a designated general assembly point and direct all participants in case of emergency evacuation procedures.
- 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.

### BRIEF STUDENTS AND SUPERVISORS

- A full briefing will be provided to all participants prior to the event's commencement.