

## INFORMATION FOR PRINCIPALS

**EVENT:** Primary Schools Cross Country Championships

**DATE:** Wednesday 28 May 2025

*School Sport WA proudly presents the following information to principals to assist in completing the checklist of the Department Excursions and Management Plan.*

### THE ENVIRONMENT:

- The venue is Yokine Regional Open Space, Wordsworth Ave, Yokine
- It is a large, grassed reserve set up specifically on the day for a cross-country 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.

### THE SUPERVISORY TEAM:

- The students will be supervised by qualified teachers who have been appointed for their expertise in the area of cross country and have current WWCC accreditation.
- A qualified ST Johns Ambulance team will be in attendance to render emergency care.
- A qualified Sports Trainer and triage team will be in attendance to render assistance to competitors
- 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
- All event assistants have current WWCC accreditation

### 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 competition unless accompanied by their parent/guardian.

### 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 and 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 on the rugby field for evacuation 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 of the school team has a list of the names of participating students, contact telephone numbers, student medical information and relevant health information of school supervisors.
- The announcer will use the PA system to make any evacuation announcements OR a Loud Hailer in the event of power failure

### BRIEF STUDENTS AND SUPERVISORS:

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

### PUBLIC LIABILITY DOCUMENTATION:

- Find SSWA and Venue documents at <http://www.schoolsportwa.com.au/other-pages/risk-management/>



## INFORMATION FORM FOR PARENT/GUARDIAN

**EVENT:** Primary Schools Cross Country Championships

**DATE:** Wednesday 28 May 2025

**COST:**

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

**VENUE:**

- The venue is Yokine Regional Open Space, Wordsworth Ave, Yokine.
- It is a large, grassed reserve set up specifically on the day for a cross-country event.
- It has change rooms and ablution facilities.

**TRANSPORT ARRANGEMENTS:**

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

**STUDENT CONTACT ARRANGEMENTS DURING 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 schools attending teacher
- Other teachers and adults (with current WWCC accreditation) will be present as course controllers, selectors, supervisors and course marshals.
- Will be required to remain on site for the duration of the trials 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 recommended that students bring a hat and water bottle.
- Parents are asked to provide adequate food and drinks for their child on the day as there will be limited catering available.

**SAFETY:**

- Staff supervising students at the trials 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.
- 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.
- SSWA requests that parents, and students not competing at the time, watch races a distance from the finish area and not crowd at the finish line, for safety reasons.