

INFORMATION FOR PRINCIPALS

EVENT: Secondary Schools Track & Field Carnivals

DATE :Friday 17 October – Friday 28 October 2025

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 WA Athletics Stadium, Mt Claremont (Venues West)
- It is a purpose built athletics facility
- 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 student's parents.

THE SUPERVISORY TEAM

- The students will be supervised by qualified teachers who have been appointed for their expertise in the area of athletics
- A qualified ST Johns Ambulance team 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

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 event controllers 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 supervised by their school teachers during the event and under their team rules
- Will be dressed in an identifiable school uniform whilst at the 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)

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

- As this is an open space there is no set evacuation plan. A designated general assembly point will be shown to all participants prior to the event 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.

BRIEF STUDENTS AND SUPERVISORS

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

PUBLIC LIABILITY DOCUMENTATION

- Service Provider Public Liability Documents can be found on the SSWA website at <http://www.schoolsportwa.com.au/other-pages/risk-management/> They will be updated before the event if expiry date falls close to it.



INFORMATION FORM FOR PARENT/GUARDIAN

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COST

- Refer to the School Sport WA website. (schools may pay online OR be invoiced by SSWA)

VENUE

- The venue is WA Athletics Stadium, Mt Claremont (Venues West)
- It is a purpose-built athletics facility
- It has change rooms and ablution facilities.
- A kiosk will offer a selection of food and drink

TRANSPORT ARRANGEMENTS

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

STUDENT CONTACT ARRANGEMENTS DURING TRIALS

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

SUPERVISION TO BE PROVIDED

All participants

- Will be placed under the immediate supervision of their school's attending teacher
- Other teachers will be present as event controllers and supervisors
- 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 TRIALS

- 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 event, competitors are required to wear distinguishable school uniform or colours. It is recommended that students bring a hat, snacks and a water bottle.
- Shoes must be worn when competing on the track for safety reasons.

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.

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 event, any change to their child's health and fitness. Where it is considered necessary, the student's school teacher in charge and/or School Sport WA staff will arrange medical assessment and treatment for students.