

CATHOLIC PRIMARY SCHOOLS  
BASKETBALL CHALLENGE



# HOSTING GUIDELINES

CPS BASKETBALL  
CHALLENGE

## CSNSW Sport

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# CPS BASKETBALL CHALLENGE

With a history dating back to the 1970's, this CPS Basketball Championships event is truly a community event bringing schools, and families together for basketball. In 2013, with a name change to CPS Basketball Challenge, we have seen an expansion with the event with teams entering from across the state.

**The CPS Basketball Challenge event and supporting structure will be self-funded and the hosting commitment will move between participating Dioceses.**

## GOALS

To provide an inter-school age based basketball competition that is non pathway. Through the competition, the aim is to bring Catholic school communities affiliated with NSWCPs together in sport, faith and social activity. The competition's ethos is based on participation and aimed at the basketball enthusiast rather than the elite.

### Format

- The competition will be conducted out of school hours – Over a weekend early in Term 4 each year.
- There will be grade and gender divisions as determined by the committee.
- The committee may engage a sport based sub committee from the hosting community. This working committee will conduct the operations at the direction of the CPS Basketball Committee.
- A faith celebration will be included for the community at the carnival.
- Hosting rights for 18 months in advance will be decided at the AGM. More than one school may share the hosting rights. Schools wishing to nominate to host a Challenge must submit an Expression of Interest form which includes identification of resources, to the Executive Committee 2 weeks prior to the AGM. The Executive Committee will review the nominations and present its recommendations at the AGM to be voted on.

## CHALLENGE ORGANISATION

### Hosting Commitment

- Host school/s must inform their Diocese of their intent to host the event.
- Host school/s will be required to ensure suitable venues are booked, suitably experienced officials engaged and carnival is organised according to Guidelines
- Host school/s will coordinate a community faith celebration.
- Sufficient accommodation should be available for visiting families to book

### Registration & Payment

- All schools will register their teams online through the CSNSW Sport website. Registration must be done by either the Principal or a staff member who has been approved as the sports coordinator for basketball for that school. Staff will need to register online to gain access and approval.
- Upon entering teams in "School Competitions", schools will be issued with an invoice. Payments will be made to CSNSW Sport. Payment options are via credit card, electronic fund transfer and Paypal.
- Approved Committee members may be given access to entry downloads in order to track entries and payments.
- Competition levy will be determined at a budget meeting in Term One.

# CPS BASKETBALL CHALLENGE GUIDELINES

## Communication

- Communication to schools will be through the CSNSW Sport website, e-mail and Facebook.
- Acknowledgement of entry will be made via e-mail. Draws will be available on the CSNSW Sport website and sent via e-mail at least one week prior to the carnival.
- CSNSW Sport will manage a Challenge FaceBook page for event updates. Challenge convenor will also be given administration rights. Information published will be general and not of a personal nature.

## Budgets

- Budgets for the following school year must be set by mid Term One each school year and submitted to the NSWCPs Executive Officer. Budgets must cover all costs of the administration and operation of CPS Basketball. **APPENDIX**
- The budget must include the following :
  - Costs incurred :
    - Teacher relief @ \$470 per day for staff engaged in - attending NSWCPs sanctioned meetings, set up and organisation of the carnival
    - Travel and accommodation costs of teachers engaged in – attending NSWCPs sanctioned meetings
    - Hire and rental of venues, equipment (PA, score boards, vehicles)
    - Purchases of equipment, hardware, software, playing gear, gifts, ice, stationery, printing, certificates, trophies, prizes
    - Personnel engaged – referees, officials, coordinators
    - Hospitality – catering for officials
    - Faith Celebration costs – candle, banners etc
    - Medical staff
  - Anticipated Income –
    - Team Entry Levy – CSNSW Sport
    - Sponsorship – Host
    - Souvenir Apparel - Host

## Venue

- Suitable venue/s will be secured. A risk assessment must be completed for each venue prior to the carnival. A copy of the Risk Assessment must be included in each school information/managers' pack and added to the website
- Prior to the commencement of each day's play, a "Match Day Checklist" must also be completed and filed.
- Transport & traffic management assessment and plan to be completed.
- All venues and areas used for NSWCPs sanctioned activities (eg BBQ area) are smoke free zones.

## Officials

- Adequately qualified officials must be present at the carnival. Each venue must also have a "Venue Manager" to ensure the smooth operation of events. The Venue manager is to ensure all policies and paperwork is adhered to. Each venue management team must include a teaching staff member.
- The host school/s may engage a community group (eg. Local basketball association) to manage referees, draws, venue. This group and any working party must have at least one teacher in the makeup. These groups must be familiar with NSWCPs policies.
- At least one member of the Executive must be in attendance at the Challenge.
- All Officials not supplied by a recognised Child Safe organisation or a teacher from a NSWCPs Diocesan school, must provide a Working With Children Check number and date of birth. All

# CPS BASKETBALL CHALLENGE GUIDELINES

officials must be recorded on the WWCC log and forwarded to CSNSW Sport at least 7 days before the event to be uploaded to the register. *APPENDIX 7*

## Hospitality

- Hosting school/s will be responsible for ensuring adequate catering is available. They may engage local community groups or business. However, local catering and food handling requirements must be followed.
- Catering must provide healthy options. Prices must be reasonable.
- The sale and consumption of alcohol at the venues is prohibited.

## First Aid & Safety

- Each venue must have a suitably qualified medical officer. Medical Officers must be able to provide CSNSW Sport with a report on students who were treated and their school.
- An evacuation and emergency exit plan must be published in programs.

## Apparel & Souvenirs

- The sale of the carnival apparel is the responsibility of host school/s.
- All apparel and designs must be approved by the NSWCPSS Executive Officer. Design and supply must not breach any sponsorship or contractual agreement CSNSW Sport has with companies. Graphics and logos must be sanctioned by NSWCPSS.
- Any fundraising activities, including sponsorship, must be sanctioned by CSNSW Sport.
- Funds raised through the sale of the apparel and souvenirs is the host school/s responsibility.
- Challenge apparel and Souvenirs will be on sale via a Challenge website.
- All monies paid and collected for Apparel and Souvenirs will pass through the host school/s audited accounts.
- Products related to alcohol or tobacco use or advertising such may not be sold or used as gifts or prizes.

## Pre Challenge Meeting

- A pre Challenge induction is to be conducted with team managers at registration. Team managers must sign that they acknowledge and will adhere to policies and procedures as outlined in the pack. A handbook / information pack will be distributed. This pack will include: draws, contacts & numbers, accident report sheets, copies of procedures & policies, locations of essential services etc.
- At this induction child protection, critical incident and emergency policies will be reviewed. Procedures for accidents and risk assessments will be clarified.

## AGM & General Meeting

- An AGM and a General Meeting will be conducted at the carnival. Schools may have up to 1 voting representatives each. A minutes secretary will be appointed by the organising sub committee. Previous meeting minutes will be distributed. At the meeting the following will be on the agenda:
  - Endorsement of host school/s for following year
  - Minutes from the meeting will be forwarded to NSWCPSS for tabling at the Term 4 meeting.
  - Election of Executive committee – nominations for positions on the Executive are to be received by NSWCPSS Executive Officer 2 weeks prior to the Challenge.
- Please confirm with the Executive Officer, the timing of the AGM and General Meeting.

# CPS BASKETBALL CHALLENGE GUIDELINES

## Sponsorship

- Host schools may seek sponsorship, in-kind donations and endorsements from local businesses, however, these must be sanctioned by CSNSW Sport. A list of proposed sponsors must be submitted to the Executive Officer by 1<sup>st</sup> September for approval.
- Local sponsors enlisted must not breach any sponsorship or contractual agreement CSNSW Sport has with companies. Sponsors must be of sound reputation.
- Global sponsorship must be acknowledged also and these funds will go directly to CSNSW Sport

## Payments & Claims

- The preferred option for payment of claims is by Electronic Transfer of Funds (EFT).
- Bookings must be made in the name of Catholic Schools NSW Sport (CSNSW Sport)
- Relief claims are sent directly to the NSWCPs Executive Officer from the school. A Relief Day Claim Form and a tax invoice must accompany the claim.

## Policies & Procedures

CPS Basketball will adhere to the CSNSW Sport policies and procedures in conducting of the annual Basketball Carnival.

The following policies are in place:

- Child Protection
- Risk Assessment
- Critical Incident

## Publications & Photos

Upon submitting team names, schools will be asked to collect “authority to use images” for promotional publication. Schools will be required to report any child who has not been given authority. These children will be made identifiable (Executive to determine method). Any photos taken of children with the identifier will not be permitted to be published.

## Certificates & Awards

- CSNSW Sport will collect team names and prepare team rosters. Using the registration process, CSNSW Sport will print participation certificates budgeted at \$1.45 each
- Each division will awarded: 1<sup>st</sup> place – gold medal per team member and a trophy for the school, 2<sup>nd</sup> place - silver medal per team member.
- CPS Basketball Challenge medals are provided by CSNSW Sport. Budget must include medal costs @ \$6 each (No. divisions x 9 per gold and silver)
- CPS Basketball trophies will be provided by CSNSW Sport. Budget must include trophy costs @ \$60 per division

# CPS BASKETBALL CHALLENGE GUIDELINES

## ADVANCED ORGANISATION – Checklist

		HOST SCHOOL/S	CSNSW Sport
	Liaise with NSWCPs Executive Officer and CPS Basketball Executive Committee in selecting a date. Must be Term 4 over a weekend – preference is the end of October	✓	
	Form an organisation sub-committee – this may be made up of parents, members of local sporting bodies and teachers. There must be one teacher from the host school on the committee. All decisions must be endorsed by the Principal/s. NSWCPs policies must be implemented.	✓	
	Complete the CPS OUTLINE/ PLAN for the Basketball Challenge – send a copy to CSNSW Sport. <b>APPENDIX 1</b>	✓	
	Source venue / facilities for the dates. Check minimum requirements for a State Carnival venue. Liaise with Executive Officer re booking process. All bookings to be made under Catholic Schools Sports Services. A Booking Form must be completed and submitted to CSNSW Sport immediately. <b>APPENDIX 3</b>	✓	
	Prepare a checklist of areas to be addressed and sourced. Assign tasks to committee members	✓	
	Contact local relevant sports association seeking assistance with facilities, equipment, officials etc. Engage State Sporting Organisation development officers.	✓	
	Contact local council/ tourist authority / media to diarise the event	✓	
	Source, get a quote and book : first aid for each venue, printing, Officials apparel, stationery, candle, liturgy costs, referee costs and venue /officials supervisor costs,	✓	
	Prepare a budget using <b>APPENDIX 2</b> as a guideline	✓	
	Present budget at Term One CPS Basketball Challenge Executive meeting. Meeting will finalise budget and endorse organisation. Executive Committee will set Competition Entry levy price.	✓	✓
	Open online registrations – School Competitions on CSNSW Sport website		✓
	Book venue for Liturgical celebration. Engage local clergy, elders, etc to be part of the celebration.	✓	
	Ensure Eucharist celebration is available for attendance by participants and families outside the Challenge playing hours.	✓	

# CPS BASKETBALL CHALLENGE GUIDELINES

	Organise a meeting room, preferably a central location, for AGM and General meeting. Attended by minimum of one representative per school. Catering is not required. Meeting time to be mindful of travel.	✓	
	Organise canteen facilities at the venues or local groups to provide refreshments. Ensure all providers adhere to health and safety guidelines.	✓	
	Organise catering for officials'. To be put in budget.	✓	
	Send updates to registered schools – alert when draw and changes are made.		✓
	Collect team entries from participating schools		✓
	Print participation certificates -		✓
	Prepare Team Information packs – include : Completed risk assessment, evacuation procedures, first aid guidelines, concussion guidelines, code of conduct, program	✓	
	Compile program. Only print 2 per team. Upload program on website & Facebook page	✓	✓



# CPS BASKETBALL CHALLENGE GUIDELINES

## FINANCES - Overview

		HOST DIOCESE	CSNSW Sport
	Formulating a budget to determine team levy and other associated costs. The budget should include:		

	<b>Income</b>		
	Team levies paid by each participating school		✓
	<b>Expenses</b>		
	<p>The team levies must cover the following expenses:</p> <p>Hire of venue including facilities such as PA system, timing equipment etc.</p> <p>Equipment required e.g. balls, markers</p> <p>Officials' fees – referees, court supervisors, venue coordinators</p> <p>Medals and trophies</p> <p>Officials' lunches</p> <p>Hire of first aid officer</p> <p>Certificates</p> <p>CSNSW Sport Administration charge</p> <p>Guests accommodation and breakfast costs</p> <p>Printing of Carnival program and Team Manager Booklets</p> <p>Officials' uniform</p> <p>Competitor gifts</p> <p>Liturgy costs – including candle and celebrant, venue hire</p> <p>Possible other incidentals such as ice, marques hire for shelter</p>		

All income and expenses are to be paid through the CSNSW Sport account. All payments are to be made payable to "CSNSW Sport". All invoices to be sent to CSNSW Sport.

# CPS BASKETBALL CHALLENGE GUIDELINES

## CARNIVAL PROGRAM – Guidelines

		HOST DIOCESE	CSNSW Sport
<b>Organise Carnival program which should include:</b>			
	Cover with Carnival date, venue, CPS Basketball Challenge emblem and CSNSW Sport sponsor logos (Provided by CSNSW Sport) Either A4 or A3.	✓	
	List of NSWCPs Executive and CPS Basketball Challenge Executive.	✓	
	List of organizing committee and host schools	✓	
	Welcome by CPS Basketball Challenge Chairperson		✓
	Welcome by NSWCPs Chairperson		✓
	CPS Basketball Challenge's Convener message	✓	
	CPS Basketball Challenge By-Laws		✓
	Daily draw for Carnival –	✓	
	Results table	✓	
	Map of venue, with Evacuation procedure	✓	
	Concussion guidelines	✓	
	Location and procedure for First Aid	✓	
	Acknowledgements	✓	
	Apparel and Merchandise for sale	✓	
	Print programs – 2 per team.	✓	
	Upload program on website & Facebook page	✓	✓

# CPS BASKETBALL CHALLENGE GUIDELINES

## AGM & GENERAL MEETING

		HOST DIOCESE	CSNSW Sport
	Organise a Meeting venue the evening prior to the start of the CPS Basketball Challenge Try to arrange for the meeting to be nearby playing venue.	✓	
	<b>Organise a Team Booklet which includes :</b> Directory of relevant contact numbers e.g. carnival coordinator, local medical facilities, accommodation, all contacts & committee members etc Map of local area and carnival venues. Evacuation procedures Risk management strategy outline Accident Report proformas First aid location and procedure Outline of relevant policies Addresses of local eateries medical services and facilities Agenda for AGM and General Meeting. Minutes from previous AGM 	✓	
	Please note : minutes must be taken at the meeting.		

# CPS BASKETBALL CHALLENGE GUIDELINES

## FOR THE CARNIVAL – Checklist

		HOST DIOCESE	CSNSW Sport
	Request a venue Risk Management report from the caretakers of the venue. Ensure these are sent to CSNSW Sport to be made available for all participating schools prior to the Carnival.	✓	
	Ensure risk management planning form has been completed the day of event.	✓	
	Create a draw – publish draft. Finalise draw at least 2 weeks prior to event	✓	
	Prepare score cards / result sheets.	✓	✓
	Organise equipment and venue facilities e.g. ground markings, safety protection, PA system e.g. Ice etc	✓	
	Confirm officials and organise duties roster.	✓	
	Confirm first aid, canteen.	✓	
	Organise team members' gifts and Team packages.	✓	
	Print participation certificates		✓
	Organise souvenir apparel and merchandise. Ensure designs and logos have been endorsed by CSNSW Sport	✓	
	Organise pre sale of souvenir apparel and merchandise through mail, Facebook and website orders	✓	
	Organise apparel sale at the event.	✓	
	Ensure all officials' WWCC and dates of birth are logged and returned to CSNSW Sport 7 days before event.	✓	✓
	Send all invoices to CSNSW Sport for payment – attach a payment request form	✓	✓
	Send daily results to publicity outlets , local newspaper, Television station if possible. Put results on Facebook page	✓	
	Liaise with the Carnival coordinator on presentation format and guests	✓	

# CPS BASKETBALL CHALLENGE GUIDELINES

OUTLINE PLAN CPS BASKETBALL CHALLENGE 2020		
<b>HOST SCHOOL/S</b>		
School Name & Town:		
Contact Name:	Contact Number:	Contact E-Mail:
Principal Name:	Approval?	Contact E-Mail:
School Name & Town:		
Contact Name:	Contact Number:	Contact E-Mail:
Principal Name:	Approval?	Contact E-Mail:
<b>PROPOSED VENUES</b>		
Venue Name:		Number of Courts
Venue Address:		Phone:
Facilities on Site:		
Venue Name:		Number of Courts
Venue Address:		Phone:
Facilities on Site:		
<b>COLLABORATION</b>		
Community Groups Engaged & Aspect of organization:		
<b>LITURGICAL CELEBRATION</b>		
Venue:		
Address:		Capacity:
Proposed Format:		When:
<b>REVENUE</b>		
Do you have Local Business Links:		
Names:		
Proposed Revenue Income Sources:		
Proposed Sponsorship Sources:		
Proposed Catering Provisions:		
<b>ACCOMMODATION</b>		
Areas/ towns for accommodation:		
Approximate number of beds/rooms available in the area:		Phone:
<b>ORGANISATION</b>		
Working Party Size:		
Base group of Working Party: e.g Teachers, P&F,		
Contact:	E-mail:	Phone:
<b>ADDITIONAL SUPPORTING INFORMATION</b>		



## BUDGET - CPS BASKETBALL CHALLENGE FINANCIAL REPORT 2020

### EXPENDITURE

DESCRIPTION	PAYEE	BUDGET	ACTUAL
Release days \$470 x 3		\$1,410.00	
Referee payments			
Court Hire - various			
Referee Supervisors			
First Aid			
Trophies/Engraving	Medals No. Div x 2 x 9 x \$6	\$1700.00	
	Trophies No. Div x \$60	\$ 800.00	
Competitor Gifts			
Catering			
Stationery		\$100.00	
Candle		\$300.00	
Printing			
Apparel	For Officials		
Pre Carnival Meeting			
Mass Expenses			
Certificates	900 X \$1.45	\$1305.00	
	<b>EVENT COSTS</b>	<b>\$4,150.00</b>	<b>\$</b>

### COMMITTEE COSTS

Executive Release Days - 4 days @ \$470	Various	\$1,880.00	
Exec Travel & Accommodation		\$500.00	
CSNSW Sport Admin	CSNSW Sport	\$500.00	
Meeting costs		\$100.00	
Sundry		\$300.00	
	<b>ADMINISTRATION COST</b>	<b>\$3,200.00</b>	<b>\$</b>

### TOTAL CHALLENGE COST

\$

\$

### INCOME

No. Schools x \$	based on 100 teams		
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# CATHOLIC SCHOOLS NSW SPORT

ACN 619 593 369

## VENUE BOOKING FORM 20

EVENT : CPS Basketball Challenge

### BOOKING DETAILS

NAME OF VENUE:

LOCATION:

FACILITIES REQUIRED:

DATES REQUIRED:

BOOKING TIME:

APPROXIMATE COST:

OTHER:

### VENUE CONTACT INFORMATION

ORGANISATION:

CONTACT NAME:

CONTACT NUMBER:

POSTAL ADDRESS:

E:MAIL:

DATE BOOKED:

BY WHOM:

### REQUIREMENTS & BOOKING

TOILETS:

RISK ASSESSMENT:

FLOODLIGHTS:

SENT PUBLIC LIABILITY:

AMENITIES/ROOMS:

DEPOSIT PAID:

CANTEEN:

FIRST AID BOOKED:

BINS:

FIRST AID ROOM? :

OTHER /COMMENTS: \_\_\_\_\_

OFFICE :

PAID BY:

EFT ☐

CHEQUE ☐

CREDIT CARD ☐

COST CENTRE/PROG : BBL-CS12

ACCOUNT CODE: 24500

AMOUNT: \$ \_\_\_\_\_

DATE: \_\_\_\_\_





## CLAIM FOR PAYMENT REIMBURSEMENT 2020

Request is made for the reimbursement for expenses incurred acting on behalf of CSNSW Sport – NSWCPs MacKillop, NSWCPs Polding or NSWCCC

NAME	MOBILE
E-MAIL	SPORT
EVENT NAME	EVENT DATE

### EVENT

<input type="checkbox"/>	MACKILLOP /POLDING SELECTIONS	<input type="checkbox"/>	CCC SELECTIONS	<input type="checkbox"/>	NSW PSSA/ALL SCHOOLS EVENT	<input type="checkbox"/>	SCHOOL SPORT AUSTRALIA
<input checked="" type="checkbox"/>	NSWCPS/NSWCCC EVENT	<input type="checkbox"/>	MEETINGS	<input type="checkbox"/>	OTHER:		

### ROLE

<input type="checkbox"/>	NSWCPS/NSWCCC TEAM OFFICIAL	<input type="checkbox"/>	CONVENER	<input checked="" type="checkbox"/>	EVENT OFFICIAL	<input type="checkbox"/>	OTHER
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ACCOUNT (OFFICE)	PROGRAM & CC (OFFICE)	ITEM DESCRIPTION	RECEIPT ATTACHED Y/N	AMOUNT
			TOTAL CLAIM	\$

### CLAIM DETAILS

TOTAL CLAIM					
EFT DETAILS					
ACCOUNT NAME			REFERENCE		
BSB:			ACCOUNT		
CSNSW Sport OFFICE ONLY	COST CENTRE	BBL	PROGRAM	CS12	ACCOUNT

CSNSW Sport Executive Officer  
 PO Box 20768,  
WORLD SQUARE NSW 2002 OR  
 EMAIL: ann-marie.miranda@csnsw.catholic.edu.au



## RELIEF DAYS - CLAIM FOR REIMBURSEMENT

Request is made for the reimbursement for engaging a casual teacher replacing a teacher acting on behalf of CSNSW Sport –NSWCPS MacKillop, NSWCPs Polding or NSWCCC

TEACHER NAME		SPORT	
SCHOOL		SUBURB/TOWN	

<input checked="" type="checkbox"/>	NSWCPS	<input type="checkbox"/>	MACKILLOP	<input type="checkbox"/>	POLDING	<input type="checkbox"/>	NSWCCC
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### EVENT

<input type="checkbox"/>	SELECTION TRIALS	<input type="checkbox"/>	NSWPSSA/ALL SCHOOLS EVENT	<input type="checkbox"/>	SCHOOL SPORT AUSTRALIA	<input type="checkbox"/>	MEETINGS
<input checked="" type="checkbox"/>	NSWCPS EVENT	<input type="checkbox"/>	NSWCCC CHAMPIONSHIP	<input type="checkbox"/>	OTHER:		

### ROLE

<input type="checkbox"/>	TEAM OFFICIAL	<input type="checkbox"/>	CONVENER	<input type="checkbox"/>	EVENT OFFICIAL	<input type="checkbox"/>	OTHER
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DATES OF ABSENCE		No DAYS	
NAME/S OF CASUAL		DAILY RATE	
SCHOOL PRINCIPAL		DATE	

### CLAIM DETAILS

TOTAL CLAIM		\$	
EFT DETAILS			
ACCOUNT NAME		REFERENCE	
BSB:		ACCOUNT	
CSNSW Sport OFFICE ONLY	COST CENTRE	BBL	PROGRAM CS12 ACCOUNTS 24460

### Notice to Schools

Please send this form to the Payroll Officer in your Diocesan Catholic Education Office or your school Bursar.  
No GST applies as transactions between members of Catholic GST Religious Group

### Notice to Payroll Officer

Claims for reimbursement for cost of employing relief teachers who are engaged in the absence of teachers who have taken on duties for the NSW Catholic Primary School Sports Association or NSWCCC are to be sent with a tax invoice to:

CSNSW Sport Executive Officer  
PO Box 20768,  
WORLD SQUARE NSW 2002 OR  
EMAIL: [sportaccounts@csnsw.catholic.edu.au](mailto:sportaccounts@csnsw.catholic.edu.au)

Enquiries: 02 9287 1595

**PLEASE NOTE: Claims must be lodged before the end of the term to ensure payment.  
A TAX INVOICE MUST BE ALSO SUBMITTED WITH THIS CLAIM**



## CRITICAL INCIDENT PLAN FOR CHILD PROTECTION POLICY

When deciding if you need to report a child protection concern you should have a belief that results in concern for the physical safety, health, psychological or emotional wellbeing of a child. This belief should be based on reasonable grounds such as:

- the child discloses;
- someone else such as a relative or friend of the child provides information;
- a child discloses that they know someone who has been abused (often a child is referring to him or herself);
- observation of indicators; and
- the child's writing or drawing depicts abuse.

When reporting:

- proof is not required;
- the injury from physical abuse is considered to be non-accidental; or
- the indicators are not typical for the age and gender of the child.

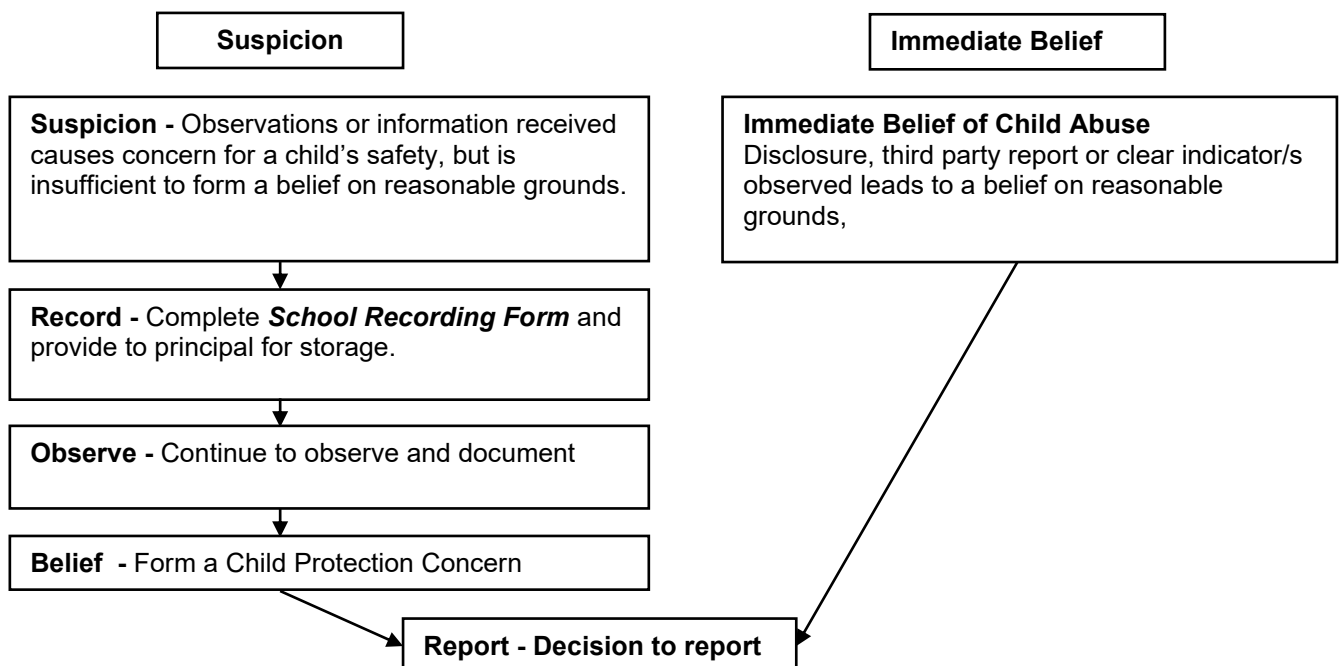
If you are unsure, discuss this confidentially with the:

- convener
- Diocesan Representative
- The Executive Officer
- DCP duty officer,
- Mandatory Reporting Service (for cases involving possible sexual abuse); or

If you remain unsure you must continue to document observations, information and consultations on the School Recording Form for Disclosures, Observations of Child Abuse and Actions (see Appendix B).

### Forming a Child Protection Concern

A child protection concern may occur over a period of time or may be formed immediately due to a disclosure or presence of clear indicators.



## CRITICAL INCIDENT PLAN FOR CHILD PROTECTION POLICY

school recording form disclosures, observations or child abuse and actions

***Do not print your name on this form. Provide to principal for secure storage.***

RECORD FOR (Child's name) \_\_\_\_\_

School \_\_\_\_\_ Principal \_\_\_\_\_

Sport / Team \_\_\_\_\_ Manager / Convener \_\_\_\_\_

DATE/TIME	DISCLOSURE DETAILS &/or OBSERVATIONS	Consultation with whom and date	Notification to which agency: e.g. DCP, Police, SID, DEC Child Protection NSW CPS Team via OLINS

## CHILD PROTECTION – Reporting Process

Staff	Reporting Sexual Abuse	Reporting Physical, Psychological, Emotional abuse or neglect	Reporting allegation of abuse perpetrated by staff (non sexual)	Reporting allegation of sexual abuse perpetrated by staff
Teaching Staff (Mandatory reporters)	<p><b>Mandatory Reporting Requirements</b></p> <p><b>Step 1 Suspicion of sexual abuse</b></p> <ul style="list-style-type: none"> <li>Refer to NSW Interagency Guidelines for Child Protection Intervention for threshold of risk of significant harm evaluation. Document observations, information and/or disclosures on Recording Form and provide to Executive Officer for storage.</li> <li>May consult prior to reporting.</li> </ul> <p><b>Step 2</b> When a belief is formed on reasonable grounds:</p> <ul style="list-style-type: none"> <li>Make verbal report to Community Services Ph: 13 3627 Note receipt number as proof of reporting <b>AND</b></li> <li>Verbal report must be followed by written report to CS as soon as practicable <b>OR</b></li> <li>Provide Executive Officer with the written report to send to Child Protection Helpline <b>OR</b></li> <li>Make written report directly to Child Protection Helpline by faxing or posting Form (Fax:02 9633 7666) <b>OR</b></li> <li>Report using online proforma <a href="http://www.cecnsw.catholic.edu.au/images/riskofharm_fax_report.pdf">http://www.cecnsw.catholic.edu.au/images/riskofharm_fax_report.pdf</a></li> <li>Inform Executive Officer that a report has been made and provide receipt number.</li> <li>Inform Executive Officer of CPH feedback letter advising of DCP action.</li> </ul>	<p><b>Step 1 Suspicion of abuse</b></p> <ul style="list-style-type: none"> <li>Refer to NSW Interagency Guidelines for Child Protection Intervention for threshold of risk of significant harm evaluation. Document observations, information, disclosures on Recording Form and provide to Executive Officer for storage.</li> </ul> <p><b>Step 2</b> When a belief is formed on reasonable grounds:</p> <ul style="list-style-type: none"> <li>May consult prior to reporting.</li> <li>Report to Executive Officer.</li> </ul>	<p><b>Step 1 Suspicion of abuse</b></p> <ul style="list-style-type: none"> <li>Refer to NSW Interagency Guidelines for Child Protection Intervention for threshold of risk of significant harm evaluation. Document observations, information, disclosures on Recording Form and provide to Executive Officer for storage.</li> </ul> <p><b>Step 2</b> When a belief is formed on reasonable grounds:</p> <ul style="list-style-type: none"> <li>May consult with NSW Child Protection Helpline prior to reporting. T: 132 111</li> <li>Report to Executive Officer.</li> <li>If allegation concerns Executive Officer, report to Director Schools.</li> <li>Complete Reporting Form for Abuse.</li> </ul>	<p><b>Step 1 Suspicion of sexual abuse</b></p> <ul style="list-style-type: none"> <li>Refer to NSW Interagency Guidelines for Child Protection Intervention for threshold of risk of significant harm evaluation. Document observations, information, disclosures on Recording Form and provide to Executive Officer for storage.</li> </ul> <p><b>Step 2</b> When a belief is formed on reasonable grounds:</p> <ul style="list-style-type: none"> <li>May consult with Child Protection Helpline prior to reporting.</li> <li>Report to DCS.</li> <li>Report to Executive Officer.</li> <li>If allegation concerns Executive Officer, report to Director Schools.</li> </ul>



Executive Officer	<b>Mandatory Reporting Requirements</b> <ul style="list-style-type: none"> <li>• If requested, support mandatory reporters to make a verbal report directly to Community Services. Do not make verbal report on reporter's behalf. Ph: 133 627</li> <li>• Forward written reports as soon as practicable after receiving the report to Child Protection Helpline FAX 02 9633 7606</li> <li>• If allegation involves student to student sexual contact, seek advice from Community Services or NSW Police before informing the family.</li> <li>• Complete then fax Online Incident Report <a href="http://www.cecnsw.catholic.edu.au/images/riskofharm_fax_report.pdf">http://www.cecnsw.catholic.edu.au/images/riskofharm_fax_report.pdf</a> . Print and store securely.</li> </ul>	<ul style="list-style-type: none"> <li>• Forward all reports of physical, psychological or emotional abuse to DCS.</li> <li>• Report physical abuse to DCS and NSW Police as this may be a criminal matter.</li> <li>• Seek advice from DCS or Police before informing the family.</li> <li>• Fax Online Incident Report. Print and store copy securely.</li> </ul>	<ul style="list-style-type: none"> <li>• Report psychological or emotional abuse to Child Protection Helpline.</li> <li>• Report physical abuse to: <ul style="list-style-type: none"> <li>• NSW Police;</li> <li>• SID;</li> <li>• Director Schools; and</li> <li>• DCS.</li> </ul> </li> <li>• Fax Online Incident Report. Print and store copy securely.</li> </ul>	<ul style="list-style-type: none"> <li>• Report to: <ul style="list-style-type: none"> <li>• NSW Police;</li> <li>• SID;</li> <li>• Director Schools; and</li> <li>• DCS</li> </ul> </li> <li>• Fax Online Incident Report Print and store copy securely.</li> </ul>
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# PROHIBITED EMPLOYMENT DECLARATION



The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment.

It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

**Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:**

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

**NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.**

**Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:**

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

**Under *Commission for Children and Young People Act 1998*:**

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.

- I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.
- I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.
- I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

- I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.
- I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

## CSNSW Sport PROCEDURES

Identify adults over the age of 18 who are engaged by CSNSW Sport to undertake a role at an event and are not supplied via a recognised Child Safe organisation.

Before the event, the nominated official must provide documentation to the organiser with:

- Correct spelling of name
- Date of Birth
- Working With Children check number or Application number

CSNSW Sport will then enter the official in the log and go to <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/> to verify the official's status.

If the verification is denied, the official may not be engaged in any activity for CSNSW Sport

Logs are to be kept on file.

# WORKING WITH CHILDREN CHECK LOG

[illegible]



# CATHOLIC SCHOOLS SPORTS SERVICES

## CONTROL SHEET- PRE EVENT

This document needs to be completed by the Event Manager or the nominated person when managing the listed event under the auspices of CSNSW Sport. This must be completed on the day, prior to the commencement of the event. It may need to be revisited throughout the day as conditions change.

In your venue assessment if the "No" column is ticked, please confirm remediation in "Comment" column.

EVENT	SPORT		SELECTION	
	VENUE		KNOCKOUT	
	DATE		CHAMPIONSHIP	
	TIME		CARNIVAL	

		YES	NO	N/A	COMMENT
TRANSPORT	Is there a designated drop off and pick up point for students?				
	Is there designated parking available for buses?				
	Is there designated parking available for cars?				
	Is parking available for officials/team managers?				
	Is the traffic management plan available?				
	Other Relevant Information:				
STAFFING					
	Does the carnival manager appointed to this event have the relevant knowledge & skills to convene this event?				
	Have suitably qualified officials been appointed for this event? E.g.				
	• Selectors				
	• Referees/Umpires/Judges				
	• Ground Officials				
	• Other				
	Do key staff attending have access to the relevant CSNSW Sport Policies and Procedures e.g.				
	• Critical Incident Management Plan				
	• Code of Conduct				
	• Selection Guidelines				
	• Sport Specific Guidelines				

	• DET Sport Safety Guidelines				
	• Will Rules of the Game be as per sport governing body?				
	• Other				
	Are staff aware of the Critical Incident Management Plan for the venue/event				
	Do all adults engaged in an official capacity have a Working With Children Check number?				
	Will the Ground Managers have access to mobile phones?				
	Will the Ground Manager have internet access?				
	List any other staff appointed for your event:				
VENUE INFORMATION	Have you made contact with the venue management to ensure the venue is suitable to hold the event?				
	Will venue management provide ongoing WHS throughout the day? E.g amenities				
	Have you received the Public Liability Certificate of Currency for that the venue/facility?				
	Have you received the venue/facility's own risk assessment documentation?				
	Have Working With Children Checks been carried out for all venue staff by venue management?				
	Have you received the emergency/evacuation procedures for the venue?				
	Does the venue provide emergency vehicle access?				
	Does the venue have access and facilities for persons with disabilities?				
	Is there adequate protection from environmental elements?				
	Will canteen facilities be available at the venue during the event?				
	Are there adequate, well equipped toilet facilities at the venue?				
	Will the venue provide internet access for officials?				
	Is drinking water accessible at the venue?				
	Is ice accessible at the venue?				
	Does the venue provide staff to support the maintenance facilities of the event?				
	<b>All copies of the above documents must be forwarded to the CSNSW Sport Office to be filed</b>				
	Other relevant information:				
	EQUIPMENT	Is venue going to provide competition equipment?			

	Is all competition equipment adequate and well maintained?				
	Will all students be advised of the requirement of personal safety equipment as per DET Sport Safety Guidelines?				
	Is all equipment appropriate to the activity, level of play and age group involved in this activity?				
	Will all equipment be appropriately secured to prevent injury?				
	Will all equipment used, meet sport safety specifications?				
	Is all equipment appropriately secured to prevent injury?				
	Is all equipment transported/handled/stored in a safe manner?				
	List of equipment required:				
COMPETITION AREA	Does the competition area meet the requirements of the events? i.e. number of courts/fields?				
	Is the competition surface/area appropriate for this event?				
	Is the competition surface/area well maintained?				
	Will the competition area be checked for irregularities?				
	<ul style="list-style-type: none"> <li>Pre-Event</li> </ul>				
	<ul style="list-style-type: none"> <li>Day of Event</li> </ul>				
	Will there be appropriate measures in place to cope with blood related issues?				
	Other relevant information:				
SPECTATOR AREA	Will the area for spectators clearly defined and separate from the competition area?				
	Are there identified hazards in the spectator area of which participants and spectators need to be advised?				
	Will the spectator area be checked for irregularities?				
	<ul style="list-style-type: none"> <li>Pre-Event</li> </ul>				
	<ul style="list-style-type: none"> <li>Day of Event – at regular intervals</li> </ul>				
	Other relevant information:				
	Will a qualified first aid officer been appointed for this event?				

FIRST AID ARRANGEMENTS	Will the first aid arrangements meet the requirements of the activity/event. I.e. nature of the event, number of attendees				
	All CSNSW Sport appointed staff will have current Emergency Care/CPR certificate				
	Will students with pre existing medical conditions be identified for the first aid officer including medical action plans.				
	Will the first aid officer be bringing ice to the event?				
	Will alternate measures be in place in the event of the appointed first aid officer not arriving on time.				
	Other relevant information:				
ENVIRONMENTAL CONDITIONS	Will there be measures in place should the competition be impacted by an environmental factor?				
APPROXIMATE ATTENDANCE NUMBERS	Number of Staff				
	Number of Students				
	Number of Spectators				

In signing this you acknowledge that you have read and understand the Event and Risk Management framework and the Risk Register relative to this event. Please sign and promptly return to the CSNSW Sport office after first and review check.					
GROUND MANAGER	NAME		CONVENER	NAME	
	DATE			DATE	
	MOBILE			MOBILE	
	SIGNATURE			SIGNATURE	
VENUE CONTROL CHECK	INITIAL VENUE CHECK DATE:		REVIEW VENUE CONTROL CHECK	DATE	





# CATHOLIC SCHOOLS SPORTS SERVICES

## On the Day of the Event Checklist

This document needs to be completed by the Event Manager or the nominated person when managing the listed event under the auspices of CSNSW Sport. This must be completed on the day, prior to the commencement of the event. It may need to be revisited throughout the day as conditions change.

In your venue assessment if the "No" column is ticked, please confirm remediation in "Comment" column.

EVENT	SPORT		SELECTION	
	VENUE		KNOCKOUT	
	DATE		CHAMPIONSHIP	
	TIME		CARNIVAL	

		YES	NO	N/A	COMMENT
TRANSPORT	Ensure the traffic management plan is in place.				
STAFFING	Have all team officials signed the registration sheet and confirmed their understanding of relevant policies and procedure? (Name, Mobile, School, participant numbers)				
	Have all event officials signed the registration sheet and confirmed their understanding of relevant policies and procedure?				
	Do all event officials have name tags and identifiable clothing?				
	Do all event officials have working mobile phones?				
	Ensure all staff have access to the Carnival Manager's mobile number				
	Have we distributed documentation for key aspects of relevant policies and procedures?				
	Does the Carnival Manager have internet access?				
	Does each key person know their specific role/s?				
	Have all staff been briefed on the key aspects of the events? E.g duty of care of all individuals				
VENUE INFORMATION	Toilets are accessible, clean and workable including disabled facilities				
	Drinking water is available and accessible				
	Confirm emergency vehicle have access				
	Confirm canteen is open and operable				
	Sunscreen is available at control area				
EQUIPMENT	Is all equipment appropriately secured to prevent injury?				
	Check equipment meets sport safety specifications				
	All individuals & teams are aware of regulations regarding safety equipment				
	Has the competition area been checked for irregularities?				

COMPETITION AREA	Is the competition area safe to proceed with the event? E.g Water quality, surface stability				
SPECTATOR AREA	Clearly defined and separate from competition area				
	Has the spectator area been checked for irregularities?				
	Are bins accessible for rubbish disposal?				
FIRST AID ARRANGEMENTS	Has the appointed first aid officer arrived at the logged time?				
	Has the first aid officer been briefed on emergency procedures?				
	Identify student with medical alerts and provide action plans if necessary				
	Is the first aid room open and clean and clearly identified?				
	Do the first aid arrangements meet the requirements of the activity/event. I.e. nature of the event, number of attendees				
	Is ice available?				
ENVIRONMENTAL CONDITIONS	Is there the potential for the competition to be interrupted by an environmental factor?				
	Do you have a plan to counter extreme environmental factors?				
APPROXIMATE ATTENDANCE NUMBERS	Number of Staff				
	Number of Students				
	Number of Spectators				

In signing this you acknowledge that you have read and understand the Control Sheet and the Risk Register in relative to this event. At the conclusion of the event, please sign and promptly return to the CSNSW Sport office.

GROUND MANAGER	NAME		CONVENER	NAME	
	DATE			DATE	
	MOBILE			MOBILE	
	SIGNATURE			SIGNATURE	

EVALUATION: At the conclusion of the event please provide feedback for future planning

GROUND MANAGER			CONVENER		



# ACCIDENT REPORT

Please ensure this form is filled out for all accidents & injuries

**NAME IN FULL**

**SCHOOL**

**EVENT**

Date of accident:

**PLACE OF ACCIDENT**

**TIME OF ACCIDENT**

**PERSON IN CHARGE  
OF TEAM**

**DESCRIPTION OF EVENTS  
LEADING TO ACCIDENT**

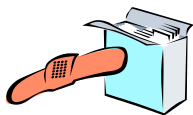
**STEPS TAKEN IMMEDIATELY**

**WITNESS' ACCOUNT  
OF ACCIDENT**

**WITNESS SIGNATURE**

Signature of person in charge:  
(as designated by the school concerned)

**FOLLOW UP**



Date:

Please return to Executive Officer ASAP after completion of Carnival



# CRITICAL INCIDENTS MANAGEMENT POLICY

## Document History and Version Control

<b>Document Type:</b>	Policy (Draft)
<b>Owner:</b>	
<b>Review Frequency:</b>	Annually
<b>Date of next review:</b>	February 2020

## Policy Review History

Review Completed	Board Meeting	Notes/ Comments
Feb 2018	Mar 2018	New procedure

## 1. Purpose

- 1.1 It is the responsibility of all members of the Catholic Schools Sports Services to collaborate in the provision of a caring environment.
- 1.2 In today's society people can be exposed to a crisis situation which could have serious effects on them. The sport is a major part of the student's social, cultural, spiritual and emotional environment.
- 1.3 A Critical Incident may be defined as an event which causes disruption to an organisation, creates significant danger or risk, and which creates a situation where staff, students and parents feel unsafe, vulnerable and under stress.
- 1.4 A sensitive awareness of the varying needs and circumstances of students, staff and families is important in such a crisis. Arising from the duty of care that CSNSW Sport owes to students for whom they have responsibility, planning for the management of an abnormal or critical incident is essential.
- 1.5 The early identification of, and preparation for a potential critical incident, or crisis, will help in creating a safe, supportive environment for students and staff members. Education, greater awareness and the ways in which crises can be managed require planning. Thus, providing support to staff and students is to empower them, and their families, to help themselves and to enhance their skills for future critical incident in their lives.
- 1.6 Examples of a Critical Incident include:
- Serious injury, illness or death, including suicide.
  - Students or staff lost or injured.
  - Students or staff being taken hostage.
  - Violent assault of a person at an event.
  - Violent event at a venue, including terrorist activity.
  - Students or staff witnessing a serious accident or incident of violence.
  - Significant vandalism or destruction at an event.
  - Fire, bomb threat, explosion, gas or chemical hazard, flood, earthquake, windstorm, hailstorm or extremes of temperature.

## 2. Aims

- 2.1 This Policy aims to set direction for CSNSW Sport procedures and best practice in developing a Critical Incident Management Plan.
- 2.2 A Critical Incident Plan should achieve the following aims:
- 2.2.1 Establish Critical Incident Management personnel to develop a plan for an event.
  - 2.2.2 Adequately assess hazards and situations which may require immediate action and analyse the requirements to address and reduce these hazards.
  - 2.2.3 Liaise with all relevant emergency services.
  - 2.2.4 Develop an effective management/action plan for each individual incident identified ensuring appropriate action and provision of support during and after the critical incident.
  - 2.2.5 Disseminate planned procedures prior to the commencement of an event.

## 3. Implementation

- 3.1 It is the responsibility of the CSNSW Sport Executive Officers to develop a Critical Incident Management Plan.
- 3.2 Responsibilities of the CSNSW Sport Executive Officers in Critical Incident Management:
- 3.2.1 Induct the event convener in the policies and procedures to follow in a Critical Incident

- 3.2.2 Liaise with the event convener to development of a workable, management plan which is written in conjunction with the event convener adequately assess hazards and situations which may require emergency action. This will be completed on the "Risk Management Procedures Document". This needs to include requirements to address these hazards
- 3.2.3 Analysis of requirements to address these hazards
- 3.2.4 Establish contact with all relevant emergency services prior to the event
- 3.2.5 Develop an effective management/action plan for each critical incident
- 3.2.6 Disseminate Management Plan to those in attendance at the event
- 3.2.7 Induct those who will directly implement the management plan
- 3.2.8 Collate feedback of the management plan and provide evaluation to the CSNSW Sport Committee
- 3.2.9 Arrange staff development where necessary
- 3.3 Features of the **Management Plan** should include:
  - 3.3.1 Information and contact numbers of emergency services.
  - 3.3.2 Evacuation plans
  - 3.3.3 Periodic practice of evacuation plans if appropriate (eg CSNSW Sport Office)
  - 3.3.4 Assign roles and responsibilities to other teaching staff
  - 3.3.5 Emergency contact names and phone numbers available to all the relevant people
  - 3.3.6 Ensure all present at the event are familiar with emergency warnings (e.g. sirens) and procedures
  - 3.3.7 How students with special needs will be assisted
  - 3.3.8 The name and contact number of the Executive Officers who will provide a response to the media if required
  - 3.3.9 Making contact with the nearest Hospital and Medical Services Centre
  - 3.3.10 Formulation of debriefing
  - 3.3.11 Ensuring that there is provision in the plan for dissemination of information to parents and family members

## 4. Procedures

- 4.1 Phases of a Critical Incident Management Plan are:

### Phase 1. Pre-Critical Incident Period

Preparation for an Incident by:

- Appointment of a Co-ordinator of a Critical Incident
- Identify those to be part of the Critical Incident Management Team
- Establishment of a Critical Incident Management Plan that can disseminated to all those attending an event
- Complete a Venue and Safety Risk Management and display on the website
- Develop an action flowchart or procedural checklist which includes a phone tree of important contact numbers and emergency contact list. Send this to all team officials prior to the event
- Identify students with Health Care Plans and provide to the Medic in site
- Identify students with Special Needs and discuss their requirements with the relevant team manager
- Determine if there is any action required to mitigate risk prior to the event

### Phase 2. Intervention Period.

- Identification of the Critical Incident
- Assess the situation and gather the facts
- Contact emergency services if required
- Ensure safety of students, staff, visitors
- Implementation of procedures involving immediate response to injury
- Communicate – contact relevant people on the phone tree
- Monitor situation and maintain communication
- Offer and provide support



### **Phase 3. Post-Intervention Period**

- Remain in contact with relevant people
- Complete Critical Incident Report and forward to the Executive Officer
- Executive Officer to forward the completed Critical Incident Form to all relevant parties
- Appropriate evaluation to take place
- Ensure that response to legal and insurance proceedings is timely and accurate
- Ensure all CSNSW Sport endorsed staff on the day have sort additional support from their employer
- Refer to school calendar to identify key events throughout the year for example, anniversary of event and graduation ceremonies

### **Phase 4. Post-Intervention Period**

- Evaluation of processes to be done at NSWCCC and NSWCPs meetings
- Continue to monitor and support schools staff and students identified as requiring additional support
- Facilitate further individual support for those experiencing trauma
- Monitor and respond to the cumulative effects of incidents on staff/students

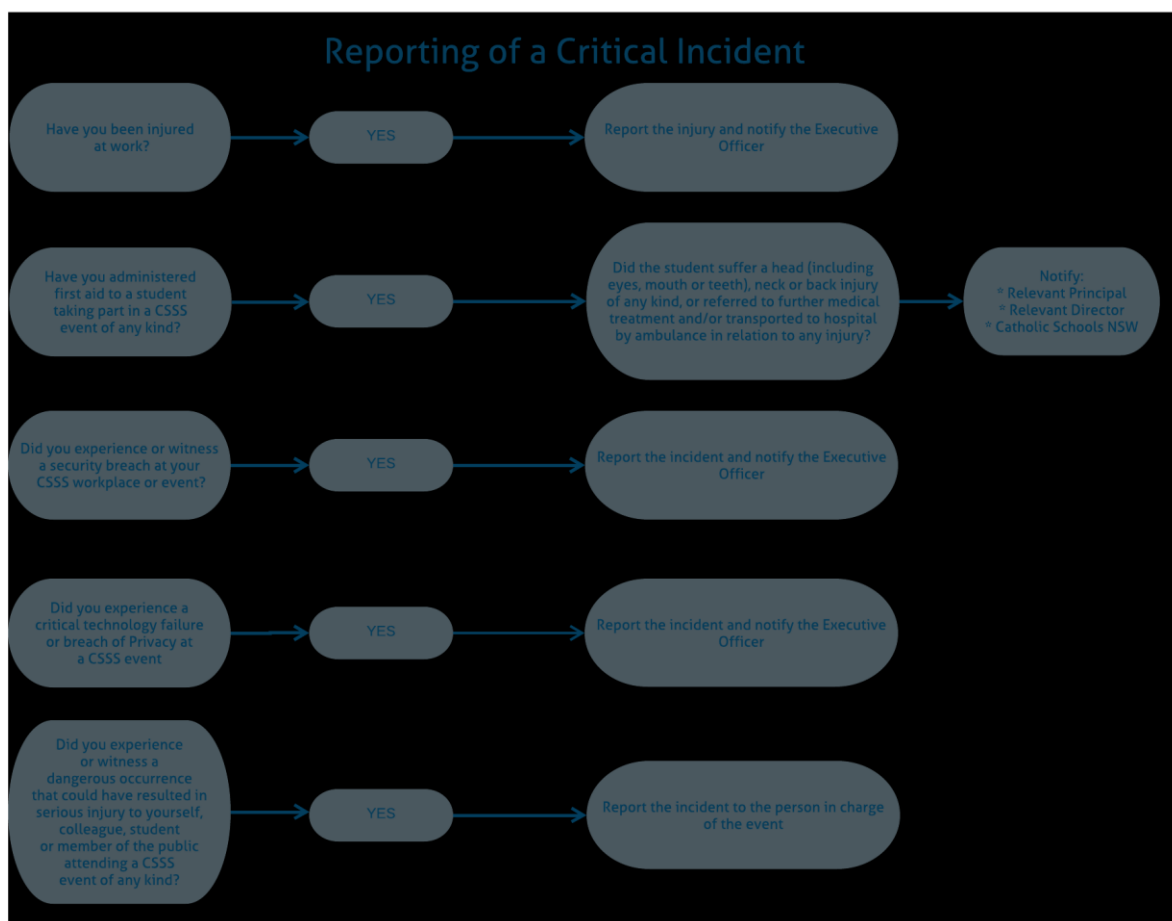
4.2 Critical Incident Management Plan. This should have documentation and supplementary information for use in a Critical Incident and include:

- Outline of Managing a Critical Incident (Flowchart)
- Critical Incident Management Plan Check List
- Critical Incident Flowchart - Immediate Action
- Contacts for Significant Persons/Emergency Contact Numbers
- Evacuation Plan Procedures
- Crisis Management Plan - Death, Suicide
- Critical Incident Report Form
- Media Management

## **5. Budget**

CSNSW Sport will budget for qualified and appropriate first aid officers at all CSNSW Sport events

## 6. Reporting



## 7. Evaluation

This Policy will be initially evaluated after 12 months of its implementation, and thereafter every three years or as the need arises.

The evaluation process for the Critical Incident Management should involve the CSNSW SportC, Principal, teaching staff, students and parents through informal discussions, by feedback sheets, by other means and forums.

## **Priorities in the Management of an Injured Athlete**

### ***Prevent the incident***

- Attempt to prevent the incident in the first place.

### ***Prevent complications arising***

- Attempt to prevent complications arising from the incident. That is, control the dangers and ensure that the area is safe for everyone.

### ***Ensure no life-threat***

- Ensure that there are no life-threatening problems to the athlete. If there is a life-threatening problem, such as an airway obstruction or severe external bleeding these must be identified and managed before proceeding.

### ***Prevent athlete from getting worse***

- Having made sure that there are no life-threatening problems, now attempt to prevent the athlete from becoming worse. Prevent delay in their recovery and if the athlete has more than one injury, prioritise them.

### ***Ensure athlete is handled carefully***

- Having managed the injuries, ensure the athlete is handled carefully. Consider the athlete's reaction to the injury, i.e.
  - Emotion,
  - Reaction,
  - Attitude, with respect to the incident
  - Prevent infection from occurring.

### ***Arrange further care***

- Arrange for further care of the injured athlete. This may include:
  - On-field assistance.
  - Assistance from the ground, either by lifting or stretcher.
  - Calling an ambulance, if necessary.
  - If appropriate, arranging private transport for referral to a doctor or hospital.
  - Notification of parents and relatives.
  - Contact the injured athlete's school Principal.

### ***Maintain adequate records***

- It is important to maintain adequate records for NSW PSSA, as well as for the athlete, if referred to a doctor or physiotherapist. Such records should include:
  - The time of the incident.
  - How the incident happened.
  - A copy of your observations at the time.
  - What management you conducted.
  - What advice you gave the injured sports person.Submit this information on the "Accident Report" proforma to Carnival Manager ASAP.

**These records should remain on CSNSW Sport's file for a number of years for medical and legal purposes.**

### ***Serious Injury – Media Attention***

#### **At NSWCPSS Events:**

- No comments to media in regards to injury or accident.
- Diocese will make comment through Senior Officer or media liaison unit.
- Contact relevant Diocese immediately.
- Contact relevant Diocesan Sport Representative.
- Contact NSWCPSS, details can be found at [www.csss.nsw.edu.au](http://www.csss.nsw.edu.au)

## CRITICAL INCIDENT REPORT:

**Location:**

## PERSON (S) INVOLVED

**Full Name:**

**Association:**

**School:**

**Full Name:**

**Association:**

**School:**

## INCIDENT DETAILS

**Date of Incident:**

**Day of Week:**

**Time:**

**Location of incident:**

## Referees Report

**Name:**

**Position:**

## Carnival Convenors Report

**Name:**

**Position:**

**Level:**

**Executive Officers Report**

<b>Name:</b>	<b>Position:</b>
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**Person Completing the Report**

<b>Name:</b>
<b>Position:</b>
<b>Level:</b>