



Victorian Little Athletics Safety Plan



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Centre Action List



Form a Centre safety committee



Develop a safety plan for the Centre. The safety plan describes the:

- Normal Centre Operation for each event and for overall venue operation
- Emergency management plan
- Injury surveillance procedures

SECTION 1. LITTLE ATHLETICS SAFETY PLAN

Risk management is an essential management function. It is the responsibility of the directors and the chief executive officer at Association level and committee members at Centre level to support this policy and to manage risk within their individual areas of responsibility. The concept of risk management and the obligation of the VLAA and Centres is detailed in this document.

When Centres implement this safety plan it is important that the plan is adapted for local conditions. Little Athletics Centres can be very different, and each set of suggested practices should be reviewed from a Centre perspective.

1.1.1 Need for a Safety Policy

Little Athletics is striving to be a lifestyle choice for participants. Little Athletics has a lot to offer, including socialisation, learning new skills, fitness, competition and fun. However, participation in any type of sport increases exposure to potential hazards and risks associated with participation. It is important to ensure the potential for injury and accidents are minimised.

Whilst Little Athletics has a low incidence of serious injury resulting from its activities, the need for the development of responsible safety policies and procedures is important to the longer term success of the sport for competitors and adults involved in the conduct of programs. Statistics compiled over a number of years show that the vast majority of injuries sustained are soft tissue strains and minor abrasions. This compares favourably with other sports and activities where serious injuries such as fractured bones and injuries resulting in hospitalisation are more common.

Safety in children's sport has become a major issue recently (Australian Sport Commission, 1997; Sports Medicine Australia, 1997). The Australian Sports Injury Prevention Taskforce "SPORTSAFE Australia" project is a joint initiative of the Department of Health and Family Services and the Australian Sports Commission. SPORTSAFE encourages national and state sporting organisations, as well as clubs and organisers of activity to develop and implement sport safety plans based on the nature of the activity, age and skill of the participants and the foreseeable risks. These plans should incorporate the relevant injury prevention measures with responsibility delegated to the relevant person/s to implement the action. The benefits of the sport safety plans can then be linked in a positive manner to injury and liability insurance for clubs.

The VLAA is also a leading authority on athletics development in community, including schools. As such, VLAA takes a lead in advising community groups of best athletics practice.

1.1.2 Safety Policy

The VLAA Safety Policy is based on four broad platforms:

1. Safety policy is Centre based.
2. The policy is based on the principles of risk management.
3. That injury surveillance forms an ongoing component of risk management planning, and
4. The Centre Safety Committee manages risk management at a Centre level.

All Centres are different. Centres vary in size, location, organisational structure, competition day, whether training sessions are available, surface type and the like. Because there is such a wide variety of circumstances, the VLAA Safety Guidelines provide the basis for each Centre to formulate a risk management plan.

The risk management approach is based on the axiom "prevention is better than cure". Centres will identify potential risks and identify procedures to minimise risks. This process will result in a safety plan. Part of the risk management approach will include monitoring injuries. A Centre Safety Committee will manage the entire process.

1.2 Implementation of Safety Policy

1.2.1 Risk management approach

Risk may be defined as losing something of value. The loss may be physical, mental, social, or financial (Haddock, 1993). Risk management is the process of reducing potential loss to an acceptable level. Victorian Little Athletics Association Inc. dedicates itself to the principles of managing potential risks.

1.2.2 Guidelines for implementation at Centre level.

Centres need to develop a Safety Plan. Development of a Safety Plan involves identifying and assessing risks, managing risks, implementing a risk management plan and continual evaluation and modification of the plan. The Safety Plan will detail operational aspects for the Centre, as well as the active risk reduction and control measures to be taken (Australian Sports Commission, 1997).

A system that will allow Centres to manage risk is RAMS, which stands for Risk Analysis and Management System. It is recommended that Centres use RAMS for:

1. each athletic event
2. overall venue operation, which may be sub-divided into smaller sections such as:
 - sun and heat exposure
 - canteen operation (if applicable)
 - equipment management

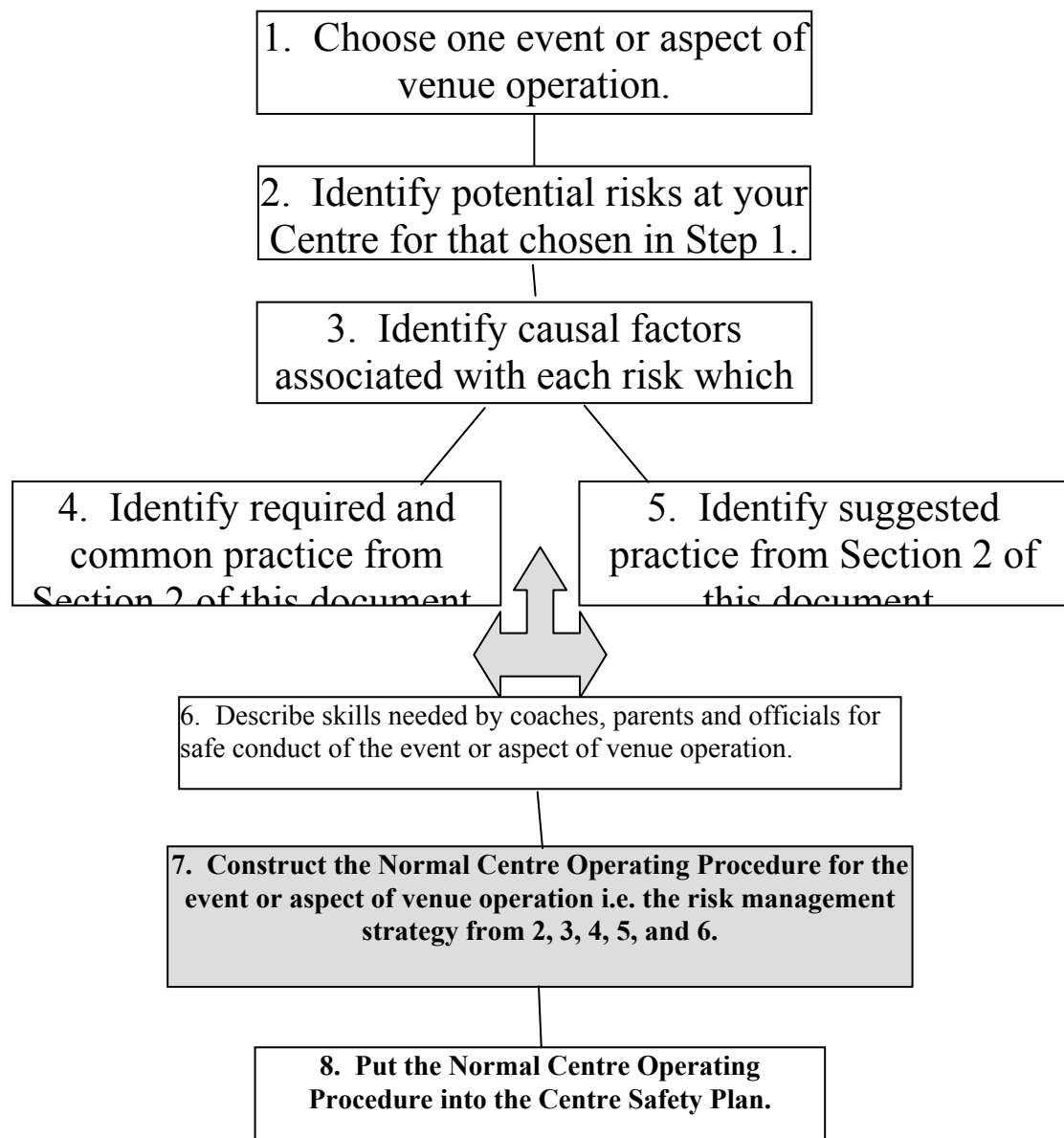
Definitions

Athletic event:	For example: 100m, shot put or 90m hurdles.
Causal factors:	There are three key areas of cause in risk management: people, equipment, and the environment.
Chief:	Person in control of the whole event, responsible for equipment and conduct of all trials.
Common practice:	A standard of practice that is used by safe Centres, officials, and/or coaches.
Marshal:	Assists the Chief in the organisation/management of the event.
Overall venue operation:	All the factors (other than specific events) to be considered on competition day such as movement of athletes from one event to another, nearby roads, playground equipment, and weather conditions.
Recorder:	Records results of all trials.
Required practice:	Something imposed by law
RAMS:	Risk Analysis and Management System.
Risk:	A potential loss, for example loss of mobility or loss of confidence.
Spiker:	Person responsible for marking the landing of athlete or implement. Also assist with supervision of equipment.
Suggested practice:	Suggested practice is a practice worthy of consideration and should be used if it can be applied to the specific situation. Often a new measure, it may become common practice in time.

Using RAMS

The original RAMS planning matrix was developed by Goldring, Sutherland, and McConnell (1987) and has been slightly modified to its present form. The original matrix included a section called “Relevant Industry Standards” which has been replaced by two sections entitled “Required and Common Practice” and “Suggested Practice”. Required practice is something imposed by law, such as having a driver’s license. Common practice is standard of practice that is used by safe Centres, officials, and coaches. Suggested practice is a practice worthy of consideration and should be used if it can be applied to the specific situation. Often a new measure, it may become common practice in time. In the absence of formalised, written industry standards for little athletics safety, expert sources were used to formulate common and suggested practice pertinent to Little Athletics. These sources included the Sports Medicine Australia, the Anti-Cancer Council, athletics coaches and officials, the VLAA competition regulations, the Department of Education, the Australian Physiotherapy Association, the Australian Sports Injury Prevention Taskforce, and the Victoria Police.

Steps to using RAMS



RAMS EXAMPLE

For example, an aspect of overall event operation is the exposure of officials to starting.

Event/Situation: **Hearing protection - Starting**

Risks Accident, Injury, or other forms of loss.	<ul style="list-style-type: none"> Hearing loss 		
Causal factors Hazards, perils, dangers	People	Equipment	Environment
	Not wearing hearing protection.	Hearing protection device does not meet minimum standards.	Officials, other than the starter, positioned too close to start.
Required and Common Practice	<ol style="list-style-type: none"> Starters wear hearing protection devices. Starters complete the VLAA Starters Course. 		
Suggested Practice	<ol style="list-style-type: none"> All starters should be provided with hearing protection devices with a minimum SLC80 rating of 25 DB (personnel choice of HPD). All starters must wear hearing protection devices when they are firing their starting pistol. Ensure that all people are kept as far away as is practicable from the starter during races. A minimum distance of 5 metres should be enforced. People who stay in this close vicinity should also be provided with hearing protection. Ensure hearing protection devices are manufactured to comply with Australian Standard 1270-1988 Acoustics - Hearing Protectors. 		
Skills required by coaches, parents, officials	<ul style="list-style-type: none"> All starters to complete VLAA starters course. Person/s responsible for equipment purchase and management to be aware of the Australian Standards for hearing protection. Officials and parents understand that if they are working within 5 metres of the starter (e.g. Starter's marshal) they are to wear hearing protection. 		
NORMAL CENTRE OPERATION Risk Management Procedure <i>(Consider Common and Suggested Practice and Potential Causal Factors))</i> <i>Your Centre's standard practice/specifications</i>	<ol style="list-style-type: none"> All starters will be provided with hearing protection devices with a minimum SLC80 rating of 25 DB (personnel choice of HPD) which comply with Australian Standard 1270-1988 Acoustics - Hearing Protectors. Starters will wear hearing protection devices when they are firing their starting pistol. All officials will be kept as far away as is practicable from the starter during races. A minimum distance of 5 metres should be enforced. The starter will be responsible for monitoring this safety practice. 		

1.3 Emergency management plan

Although this manual is primarily concerned with injury prevention, it is important to consider what needs to be done in case of injury. Each Centre will need a pre-prepared Emergency Management Plan. The Emergency Management Plan will become part of the Centre Safety Plan. The emergency management plan should include the following, and each aspect should be documented:

Who is responsible for...?

- administering first aid
- calling the relevant authorities e.g. ambulance
- documenting the incident
- checking the first aid kit, and when is this done
- opening gates (etc.) to let an emergency vehicle in, and where are **the keys** located

Equipment that needs to be pre-prepared, available and easily accessible

- first aid kit (see Section 2)
- designated first aid room (if possible) or area
- registration forms and emergency telephone numbers of all athletes, coaches and officials
- a list of all relevant emergency numbers and post it prominently, also describe where the closest telephone is and have the appropriate money attached to the notice (as per the EMERGENCY INFORMATION FORM). Please note **000** is the preferred emergency telephone number for all emergency services throughout Victoria.
- have the keys to gates in a well known location

1.4 Injury surveillance

Injury surveillance or monitoring is a very important part of preventing future injuries. When information about injuries is collected in a systematic way it becomes easier to see patterns of injury and identify particular areas of concern. To clearly identify the factors associated with injury it is important that sports injury data is collected in a consistent and meaningful way. Under the auspices of the Australian Sports Injury Prevention Taskforce, a sports injury data dictionary and standardised injury collection forms suitable for use by sports have been developed. This will assist each Centre to monitor injuries and evaluate prevention strategies. For every injury sustained (including athletes, officials, coaches, spectators, and parents) a Track and Field Injury Reporting Form should be completed (see next page). These forms are to be kept by the Centre and evaluated after an injury by a member of the safety committee to determine whether any change in normal operation is needed. The safety committee should forward a copy of each form to VLAA annually. In summary, injury surveillance at Centre level should involve:

1. Complete and keep a Track and Field Injury Reporting Form (TFI reports) for each injury
2. After an injury determine whether a change in normal operation is needed
3. Annually forward a copy of each TFI report to the VLAA

The VLAA will enter the collected data into the sports injury database so that trends in injury can be identified and prevention measures put in place. The monitoring process will ensure Little Athletics is safer for all participants.

EMERGENCY INFORMATION

In an emergency ring **000**

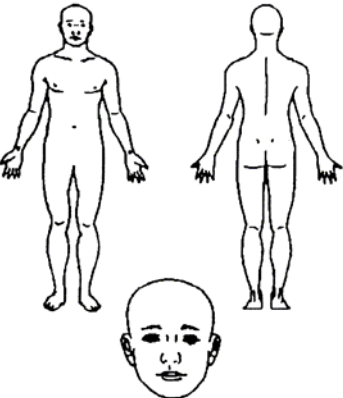
Other information

Melways reference of Centre	
Closest telephone	
From where should an ambulance access the ground	
Location of keys to gate/s	
First aid officer	
Location of first aid kit	
Police telephone number	
Hospital telephone number	
Doctor telephone number	
Dentist telephone number	
Fire brigade telephone number	
Location of registration forms, and emergency telephone numbers for athletes, coaches and officials	

TRACK AND FIELD INJURY REPORTING FORM

Name: _____ Initials: _____ DOB: __/__/__ Gender: M F Event: _____

Circle Person Injured Athlete/Official/Coach/Spectator Centre at which injury occurred: _____ Centre No. _____

<p>Date of Injury __/__/__</p> <p>Type of activity at time of injury</p> <p><input type="checkbox"/> training/practice</p> <p><input type="checkbox"/> competition</p> <p><input type="checkbox"/> other _____</p> <p>Reason for Presentation</p> <p><input type="checkbox"/> new injury</p> <p><input type="checkbox"/> exacerbated/aggravated injury</p> <p><input type="checkbox"/> recurrent injury</p> <p><input type="checkbox"/> illness</p> <p><input type="checkbox"/> other _____</p> <p>Body Region Injured</p> <p>Tick or circle body part/s injured & name</p> <div style="text-align: center;">  </div> <p>Body part/s</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Nature of Injury/Illness</p> <p><input type="checkbox"/> sprain eg ligament tear</p> <p><input type="checkbox"/> strain eg muscle tear</p> <p><input type="checkbox"/> abrasion/graze</p> <p><input type="checkbox"/> bruise/contusion</p> <p><input type="checkbox"/> inflammation/swelling</p> <p><input type="checkbox"/> fracture (including suspected)</p> <p><input type="checkbox"/> dislocation/subluxation</p> <p><input type="checkbox"/> open wound/laceration/cut</p> <p><input type="checkbox"/> overuse injury to muscle or tendon</p> <p><input type="checkbox"/> blisters</p> <p><input type="checkbox"/> concussion</p> <p><input type="checkbox"/> cardiac problem</p> <p><input type="checkbox"/> respiratory problem</p> <p><input type="checkbox"/> loss of consciousness</p> <p><input type="checkbox"/> unspecified medical condition</p> <p>other _____</p> <p>Provisional diagnosis/es</p> <p>_____</p> <p style="text-align: center;">CAUSE OF INJURY</p> <p>Mechanism of Injury</p> <p><input type="checkbox"/> overexertion (e.g. muscle tear)</p> <p><input type="checkbox"/> overuse</p> <p><input type="checkbox"/> fall/stumble on same level</p> <p><input type="checkbox"/> jumping (eg long, high, hurdles)</p> <p><input type="checkbox"/> fall from height/awkward landing</p> <p><input type="checkbox"/> slip/trip</p> <p><input type="checkbox"/> collision with other competitor</p> <p><input type="checkbox"/> collision with fixed object</p> <p><input type="checkbox"/> struck by other competitor</p> <p><input type="checkbox"/> struck by ball or object</p> <p><input type="checkbox"/> throwing (javelin, shot, hammer)</p> <p><input type="checkbox"/> temperature related eg heat stress</p> <p><input type="checkbox"/> other</p>	<p>Explain exactly how the incident occurred</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Were there any contributing factors to the incident, unsuitable footwear, competition surface, equipment?</p> <p>_____</p> <p>_____</p> <p>Protective Equipment</p> <p>Was protective equipment worn on the injured body part? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, what type eg ankle brace, taping.</p> <p>_____</p> <p>Initial Treatment</p> <p><input type="checkbox"/> none given (not required)</p> <p><input type="checkbox"/> RICER <input type="checkbox"/> massage</p> <p><input type="checkbox"/> sling, splint <input type="checkbox"/> manual therapy</p> <p><input type="checkbox"/> dressing <input type="checkbox"/> stretch/exercises</p> <p><input type="checkbox"/> strapping/taping only</p> <p><input type="checkbox"/> crutches</p> <p><input type="checkbox"/> CPR</p> <p><input type="checkbox"/> none given - referred elsewhere</p> <p><input type="checkbox"/> other _____</p>	<p>Action</p> <p><input type="checkbox"/> immediate return to activity</p> <p><input type="checkbox"/> unable to return today to activity</p> <p><input type="checkbox"/> able to return but chose not to</p> <p><input type="checkbox"/> referred for further assessment before return to activity</p> <p>Referral</p> <p><input type="checkbox"/> no referral</p> <p><input type="checkbox"/> medical practitioner</p> <p><input type="checkbox"/> physiotherapist</p> <p><input type="checkbox"/> chiropractor or other professional</p> <p><input type="checkbox"/> ambulance transport</p> <p><input type="checkbox"/> hospital</p> <p><input type="checkbox"/> other _____</p> <p>Provisional severity assessment</p> <p><input type="checkbox"/> mild (1-7 days modified activity)</p> <p><input type="checkbox"/> moderate (8-21 days modified activity)</p> <p><input type="checkbox"/> severe (>21 days modified or lost)</p> <p>Treating person</p> <p><input type="checkbox"/> medical practitioner</p> <p><input type="checkbox"/> physiotherapist</p> <p><input type="checkbox"/> nurse</p> <p><input type="checkbox"/> sports trainer</p> <p><input type="checkbox"/> other _____</p> <p>Signature of treating person</p> <p>_____</p> <p>Name of treating person</p> <p>_____</p> <p>Signature of parent/guardian</p> <p>_____</p> <p>Today's Date: __/__/__</p>
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Specific Recommendations:

SECTION 2. DETAILS OF PRACTICES AND PROCEDURES

All Centre personnel have a duty of care to Little Athletes. This duty of care has two main aspects:

- ❖ The duty to provide adequate supervision
- ❖ The duty to provide safe and suitable premises and equipment

This section of the manual describes practices and procedures that may be undertaken by Centres to ensure adequate supervision and safe and suitable premises and equipment. The section is arranged under two sub-headings (a) Event safety and (b) Overall venue operation. Each page provides details of safety procedures that may be adopted by Centres for both training and competition.

Detail of practice or procedure

Below are the definitions used throughout this section of the manual.

Event or factor	Name event or potential causal factor. For example “Hurdles” or “Sun and heat exposure”.
Required practice	Practice or procedure required by law.
Common practice	Is a standard of practice that is commonly used by Centres, officials and coaches.
Suggested practice	Suggested practice is a practice worthy of consideration and should be used if it can be applied to the specific situation. Often a new measure, it may become common practice in time.
Links to other practices or procedures	To avoid duplication the reader will be referred to other relevant Details of Practices and Procedures.

Check boxes that will become part of your Centre’s normal operating procedures.

2.1 Event Specific Safety

2.1.1 Long jump and Triple jump

Event or factor		Long jump and Triple jump
Common practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Inspect runway for slipperiness. Sweep loose sand from runway, especially at take-off area. 2. Ensure sufficient washed river sand is in the pit to cushion landings. 3. Dig over landing pit and remove any foreign objects. 4. Rakes and/or shovels not looked after by athletes or used by athletes for other purposes. 5. When laid on the ground rake spikes should point toward the ground. 6. Two or three officials run this event (If three officials: a spiker, a chief, and a recorder; if two officials either the spiker or recorder will be designated as chief).
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Equipment must not be used without supervision. 2. Inspect rake and/or shovels for splits or breakage at the end of each competition. Encourage officials to report disrepair to the equipment manager. 3. Four to six people run this event depending on numbers of athletes. 4. Coaches have knowledge of code of practice, competition regulations, and Centre regulations. 5. Officials have knowledge of competition regulations, including mat size and placement. 6. Parents have knowledge of Centre regulations. 7. For <u>triple jump</u>, ensure that when selecting take-off boards/mats athletes are capable of landing safely within the pit. 8. Where take-off mats are used, the mats should have a non-slip backing.
Link		Stretching and warm-up 2.2.2 Bloodborne infection 2.2.4

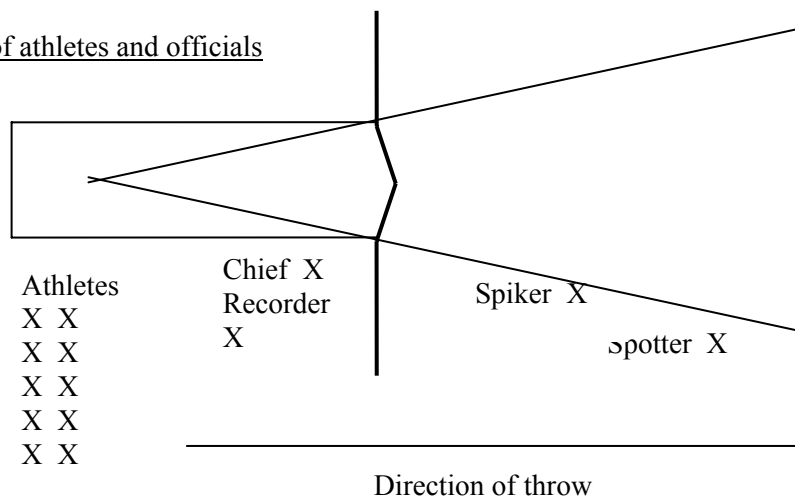
2.1.2 High jump

Event or factor	High jump	
COMMENT	Insurance statistics of Australian Little Athletics show that more injuries occur in this event than any other track and field event.	
Common practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Inspect runway for slipperiness. Remove markers, other than those supplied, from runway. 2. Equipment should not be looked after by athletes or used by athletes for other purposes. 3. A minimum of three volunteers run this event. 4. Landing mats are not ripped or torn. Sufficient bags should be supplied to prevent athletes from hitting the ground. 5. Uprights should be placed on a level surface. 6. Bar should not be cracked or split. 7. When multiple bags are used top bag/mat layer is continuous and the top is fixed to the bottom bag.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Equipment must not be used without supervision. 2. Particular care should be taken in the preparation of the run-up and landing area. Uprights and landing mats to be checked regularly for serviceability. 3. Athletes should receive instruction and coaching in technique prior to participation in high jump. 4. Inspect all equipment at the end of each competition. Either repair it or report disrepair to the equipment manager.. 5. Four volunteers run the event. 6. Landing mat has sufficient absorption to cushion the landing. 7. It may be necessary to cover the uprights. 8. In training, use of elastic bar is encouraged. 9. Coaches have knowledge of code of practice, competition regulations, and Centre regulations. 10. Officials have knowledge of competition regulations, particularly starting heights 11. Parents have knowledge of Centre regulations.
Link	Stretching and warm-up 2.2.2	

2.1.3 Javelin

Event or factor	Javelin	
COMMENT	JAVELIN IS A DANGEROUS EVENT.	
Common practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Javelin is an event for U11 athletes and older. Alternatives for younger athletes include ‘turbo jav.’. 2. Correct weights must be used. 3. During the javelin event the area around the throwing sector must be kept clear. A minimum distance of 5 metres each side must be clear. 4. Four officials run this event: chief, spiker, spotter, and recorder/marshall. See diagram. 5. The chief measures the throw and the spotter retrieves the javelin. Javelins are carried in an upright position with the tip pointing toward the ground. 6. The javelin is never thrown back to the throwing line. 7. Athletes waiting for their turn must be well behind the throwing line.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 8. Equipment must not be used without supervision. 9. Information stating correct weights for each age group is clearly displayed on the storage and transport boxes, and the official’s information. 10. Any area that a throw could land should be roped off. There should be a physical barrier such as a raised rope or flags. 11. During conduct of the event the designated area is declared out-of-bounds to all but essential officials, coaches, and javelin competitors. 12. Javelin is held when the Centre is not busy, such as ½ an hour before the normal warm-up. Alternatively, javelin is conducted in a separate location to the rest of the events. 13. Athletes should be coached to avoid techniques that pose a threat to their safety and danger to others. 14. In wet conditions, when spikes are not used, athletes should be advised to show particular caution in the final stride and in the deceleration zone. 15. During practice sessions the same safety standards must be applied as on days of competition.
Link	Stretching and warm-up 2.2.2	

Organisation of athletes and officials



2.1.4 Shot put

Event or factor		Shot put
Common practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Correct weights must be used. 2. During the shot put event the area around the throwing sector must be kept clear. 3. One responsible person spikes the put. This person can give clearance to the next athlete to put. 4. The shot is not thrown or rolled back to the throwing line. The shot put is carried. 5. Athletes waiting for their turn (and others) must be 2 metres behind the putter.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Equipment must not be used without supervision. 2. Information stating correct shot put weights for each age group is clearly displayed on the storage box, the transport box, and the official's information. 3. Shot put is conducted within a designated area. 4. Athletes should be coached to avoid techniques that pose a threat to their safety and danger to others. 5. Three officials run the event. A spiker, a recorder/marshal, and a chief.
Link		Stretching and warm-up 2.2.2

2.1.5 Discus

Event or factor		Discus
Common practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Officials stand outside the cage while an athlete is throwing. Particularly if the athlete is performing a spin. 2. Correct weights must be used. 3. During the discus event the area around the throwing arch must be kept clear. A minimum distance of 5 metres each side must be clear. 4. One responsible person spikes the landing and retrieves the discus. 5. The discus is not thrown or rolled back to the throwing line. 6. Athletes waiting for their turn must stand outside the cage. Those waiting or watching should be 1 metre away from the cage, with no part of their body touching the cage.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Equipment must not be used without supervision. 2. The event does not take place without a fixed cage, portable cage or net. 3. Under no circumstances should anyone other than the athlete be in the cage during a throw. 4. Information stating correct weights of the discus for each age group is clearly displayed on the storage and transport boxes, and the official's information. 5. Any area that a throw could land should be roped off. There should be a physical barrier such as a raised rope or flags. 6. A cage that extends beyond the circle (throwing area) should surround thrower. 7. Netting is added to the inside of the cage to absorb most of the impact energy, and to prevent possible rebounding.
Link		Stretching and warm-up 2.2.2

2.1.6 Hurdles

Event or factor		Hurdles
Common practice	<input type="checkbox"/>	1. Hurdles are set out in accordance with VLAA competition regulations.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Equipment must not be used without supervision. 2. Under 6 – Under 8 athletes should undertake skill development activities to prepare them for future competition in the event. 3. Aim to have some Centre officials trained in hurdle technique. 4. Ensure that running track is free of ruts, foreign objects, and indentations prior to the commencement. 5. If competitors are using a block-assisted start ensure that they have received at least basic training in the use of the apparatus. 6. Check all hurdles regularly for sharp or protruding edges. Ensure that the slide mechanisms are functioning properly and that counter balances in legs are in the correct location (where fitted). 7. In training and competition never permit athletes to run back in the wrong direction over hurdles. 8. If competing on a synthetic surface consider moving hurdle events to an infield grassed area where athletes are less likely to suffer from abrasions if they fall. 9. If competing on a grass surface, delay or postpone event if grass is wet or effected by dew.
Link		Stretching and warm-up 2.2.2

2.1.7 Sprints

Event or factor		Sprints
Common practice	<input type="checkbox"/>	1. Athletes are supervised while assembled in the starting area.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Ensure that running track is free of ruts, foreign objects, and indentations prior to the commencement. 2. Athletes to stretch and warm-up prior to event. 3. If competitors are using a block-assisted start ensure that they have received at least basic training in the use of the apparatus.
Link		Stretching and warm-up 2.2.2

2.1.9 Hearing protection - starting

Event or factor	Hearing protection - starting	
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. All starters should be provided with hearing protection devices with a minimum SLC80 rating of 25 DB (personnel choice of HPD). 2. All starters must wear hearing protection devices when they are firing their starting pistol. 3. Ensure that all people are kept as far away as is practicable from the starter during races. A minimum distance of 5 metres should be enforced. People who stay in this close vicinity should also be provided with hearing protection. 4. Ensure hearing protection devices are manufactured to comply with A.S. 1270-1988 Acoustics - Hearing Protectors. 5. Starters should undertake the VLAA Starter's Course.
Link	Starting pistol and caps 2.1.8	

2.1.10 Distance events

Event or factor		Distance events
Common practice	<input type="checkbox"/>	1. Athletes are supervised while assembled in the starting area.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. These events should be scheduled in the cooler part of the day. 2. Age group managers should ensure that the distance event is within the capability of individual athletes, especially on hot and/or humid days. 3. Do not push athletes to run the whole distance if it is not within their capabilities; encourage them to use walk-run-walk technique and stress that participation is more important than competition. 4. Encourage all athletes to have a good liquid intake before any distance event, irrespective of weather conditions. 5. Athletes to stretch and warm-up prior to event. 6. Pay particular regard to the conduct of events in hot and/or humid weather conditions. If in doubt cancel the event or plan alternative activities. 7. Encourage all athletes to drink more fluid after the completion of the event. 8. Do not allow athletes to “collapse” at the completion of the event. Encourage athletes to walk slowly, control their breathing and allow the body to naturally regain normal breathing and heart rate. 9. Coaches have knowledge of code of practice, competition regulations, and Centre regulations. 10. Officials have knowledge of competition regulations. 11. Parents have knowledge of Centre regulations.
Links		Stretching and warm-up 2.2.2 Sun and heat exposure 2.2.5

2.2 Overall Venue Operation

2.2.1 *Twilight meetings*

Event or factor		Twilight meetings
Suggested practice	<input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none">1. Centres need to consider the available light.2. Events are scheduled to use optimal lighting conditions, in particular field events where spotters may have difficulty tracking implements or athletes may have difficulty defining specific zones.

2.2.2 *Stretching and warm up*

Event or factor		Stretching and warm up
Common practice	<input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. For athletes to warm up prior to the commencement of any events. 2. For athletes to cool-down and stretch, particularly following strenuous events.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. The warm up should take approximately 5-10 minutes, however environmental conditions need to be considered. For example in cold weather the warm up should be longer. 2. The warm-up should be lead into the activity. Therefore if there is a long break between events athletes should warm-up again. 3. Stretching activities should be interspersed throughout the warm-up. 4. The warm up should be fun and include games relevant to the events. 5. Warm up and stretching should be supervised. 6. Seven rules for stretching to ensure maximum safety: <ol style="list-style-type: none"> 6.1. Warm up prior to stretching 6.2. Stretch before and after exercise 6.3. Stretch all muscle groups that will be involved in the activity through the full range of movement to be performed. 6.4. Stretch gently and slowly 6.5. Never bounce or stretch rapidly 6.6. Stretch to the point of tension, never pain 6.7. Do not hold your breath when stretching
Links		All events

2.2.3 First aid

Event or factor		First Aid
Common practice	<input type="checkbox"/> <input type="checkbox"/>	1. Centres have a first aid kit to meet their needs. These kits include ice packs, elastic bandages, and wound dressings. 2. Centres have a designated first aid person.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/>	1. It is highly recommended that Centres have a trained first aid person in attendance 2. That Centres have a first aid area equipped with the following: <ul style="list-style-type: none"> • Container for disposal of medical items used in first aid • Soap and nail brush • First aid kit container (solid, sturdy and dust proof). Clearly identified with white cross on a green background. Not locked and transportable. Stocked with items selected from the “Comprehensive First-Aid Kit” below.
Link		Bloodborne infection 2.2.4

A Comprehensive First-Aid Kit

A comprehensive aid kit should have the following contents:

- ✓ List of contents
- ✓ Emergency services telephone numbers and addresses (e.g. doctor, hospital and ambulance)
- ✓ Basic first aid instructions
- ✓ Antiseptic cream (25g)
- ✓ Band-aids 1007A (individually wrapped) (100)
- ✓ Basic dressing pack (4)
- ✓ Basic first aid scissors (1 pair)
- ✓ Betadine (100ml)
- ✓ Chlorhexadine (30ml)
- ✓ Tissues (50)
- ✓ Cotton buds (100's)
- ✓ Cotton gauze bandages 7.5cm (2)
- ✓ Cotton gauze bandages 10cm (2)
- ✓ Dressing strips 4003 (1)
- ✓ Eye pads (2)
- ✓ Gauze swabs 7.5 x 7.5 (1)
- ✓ Disposable latex gloves (6 pr.)
- ✓ Glucose – jelly beans (4 pks)
- ✓ Kidney dish small (1)
- ✓ Sports tape 38mm (1)
- ✓ Leukofoam 1m 7.5cm (1)
- ✓ Leukopore 1.25cm (1)
- ✓ Melolin 10 x 10 (4)
- ✓ Normal saline 30ml (1)

- ✓ Peg bandage 3” (4)
- ✓ Peg bandage 4” (4)
- ✓ Pen light torch (1)
- ✓ Plastic bags (pkt 100)
- ✓ Safety pins (1)
- ✓ Second skin 3 x 6” (1)
- ✓ Slick waterproof tape (1)
- ✓ Sling (2)
- ✓ Steri-strips (1)
- ✓ Sunscreen (50g)
- ✓ Thermometer (1)
- ✓ Tweezers (1)
- ✓ Ice packs (2)

Recommended optional additional items for the first aid kit:

- ✓ Arm/leg splint (1)
- ✓ Cutifilm 5 x 7 cm (4)
- ✓ Drinking cups (25)
- ✓ Needles (1)
- ✓ Spenco heel pads (1)
- ✓ Emergency blanket (1)

The first aid area is equipped with the following:

- ✓ Blankets and pillows
- ✓ Chair
- ✓ Stretcher
- ✓ Crutches (1)
- ✓ Ready access to a telephone or mobile telephone

2.2.4 Bloodborne infection

Event or factor	Bloodborne infection
Suggested practice	<ul style="list-style-type: none"> <input type="checkbox"/> 1. If bleeding occurs during competition or practice, the wound should be covered with an occlusive (closed to the air) dressing as soon as practicable. <input type="checkbox"/> 2. Clothing or equipment covered in blood is changed before the athlete returns to competition. <input type="checkbox"/> 3. Disposable gloves are available and always worn by a person working with bodily fluids. Disposable gloves are never decontaminated or washed for reuse. <input type="checkbox"/> 4. Mouth pieces, resuscitation bags, or other ventilation devices are in the first aid kit and available for use. The dressing should be suitable to withstand the demands of competition. <input type="checkbox"/> 5. Coaches, athletes, and assistants cover their own wounds with an occlusive dressing prior to the event. <input type="checkbox"/> 6. It is recommended that a person with a current first aid certificate is in attendance. <input type="checkbox"/> 7. Officials, athletes and coaches report bleeding injuries as soon as possible. <input type="checkbox"/> 8. Hand washing facilities are available. <input type="checkbox"/> 9. Coaches and officials are made aware of basic first aid and infection prevention. <input type="checkbox"/> 10. Each Centre should have safety gloves, tongs, a shovel, and solid plastic biohazard container for the disposal of items such as used syringes. If an item such as a syringe is found when examining the venue prior to activities, it should not be picked up by hand. All Municipal Councils will provide safety containers and a means of proper disposal of biohazard items. <input type="checkbox"/> 11. If blood gets on the skin, wash well with soap and water. <input type="checkbox"/> 12. Clean a blood spill area with paper towel and dispose of paper towel in a sealed plastic bag. Wash area with disposable towel using a 1:10 solution of bleach. Wear gloves.
Links	<p>Long jump and Triple jump 2.1.1 First Aid 2.2.3 Athletic Environment – Spectator Areas 2.2.8</p>

2.2.5 *Sun and heat exposure*

Event or factor	Sun and heat exposure	
Common practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. SPF 15+ or higher sunscreen is promoted or provided by the Centre. Little athletes and officials are encouraged to apply sunscreen to exposed body parts. 2. Athletes and officials are encouraged to drink before they arrive, also to bring and drink fluid regularly. 3. Access to fresh drinking water is freely available. 4. Centres maximise use of natural shade provided from buildings, trees, and other structures.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Where possible, events and training times should be scheduled outside the hours of 11am and 3pm (daylight saving time). 2. Centres promote wearing of hats, shirts with long sleeves and collars, and sunglasses whenever practical. 3. Clothing should be light colored, lightweight, be made of natural fibre or fabrics specifically manufactured for hot conditions, and have adequate ventilation. 4. Centre kiosk will make sunscreen available for sale to participants and spectators. 5. Officials will act as Sunsmart role models. 6. Where natural shade does not exist, Centres provide portable shade structures for use by athletes, officials, and spectators. 7. Programs, newsletters and public announcements are used to prompt sun protective behaviour. 8. Officials should be aware of the symptoms of heat illness and continually monitor athletes for signs of heat illness.
Link	Distance events 2.1.10	

2.2.6 Bad weather and lightning

Event or factor		Bad weather and lightning.
Common practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Do not train or compete during a thunderstorm 2. If you hear thunder 10 seconds after a lightning flash, it is only about three kilometres away. So take shelter in a solid building or hardtop vehicle. Avoid small open structures or fabric tents. Never shelter under small groups (or single) trees 3. In a thunderstorm stay away from metal poles and fences 4. In wet and cold conditions <ul style="list-style-type: none"> ➤ Avoid standing exposed for long periods ➤ Wet clothing should be changed as soon as practicable ➤ Wear appropriate clothing <ul style="list-style-type: none"> ◆ Dress in layers to trap the heat and prevent heat loss ◆ Add or remove layers of clothing as necessary according to exercise level/conditions ◆ Hat and gloves to reduce the amount of heat lost
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Temporary postponement of the event or practice is required when lightning is within 5km of the venue, until the weather clears. <i>To judge how far the lightning is away from the venue it is recommended that the flash-to-bang method is used. This technique measures the time between seeing the flash of lightning and hearing the bang of associated thunder. The flash-to-bang measurement is approximately a 15-second count for the lightning to be approximately 5km away.</i> 2. In wet and cold conditions allow athletes to dress for the occasion. 3. In wet and cold conditions it may be necessary to postpone/cancel certain events, for example high jump, long jump and triple jump due to slippery run-up conditions. 4. Avoid using telephones during a thunderstorm. If you must use the phone during a thunderstorm because of an emergency, then reduce the risk by: <ul style="list-style-type: none"> ❖ Keeping the call brief ❖ Not touching electric appliances, concrete walls, or metal objects ❖ Not standing in bare feet on uncovered concrete floors

2.2.7 *Transporting athletes in private cars*

Event or factor	Transporting Athletes in Private Cars	
COMMENT	This page refers to athlete transportation organised by the Centre. For example, car-pooling to regional events.	
Required practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. The driver(s) must have a current driver license. 2. The vehicle(s) must have current vehicle registration. 3. The capacity of the car must not be exceeded. 4. All occupants must wear a seatbelt.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. When a private vehicle is used to transport athletes, the parent/guardian should be advised of the name of the driver(s) and requested to sign consent for their child to travel in a vehicle(s) driven by the named driver(s). 2. Accurate records should be kept by the Centre of the names of athletes travelling in each vehicle. In the event of an accident, this information may be needed by emergency services. 3. The vehicle should have comprehensive insurance with damages liability.

Warranbumka Little Athletics Centre	
Child's Name: _____	
Address: _____	
Age: _____	
Home telephone number: _____	
Emergency contact number: _____	
I, _____, parent or legal guardian of the above mentioned child, give my permission for my son/daughter to travel to _____ with _____ in their private motor vehicle, on _____.	
Name of parent or legal guardian: _____	date
Signature: _____	
Date: _____	

2.2.8 Athletic environment – spectator areas

Event or factor	Spectator areas	
COMMENT	The athletic environment is defined as the area surrounding the competition arena. The area may include spectator areas, clubrooms, canteens, playground areas, and car parks. Each Centre should examine their venue and decide what constitutes the “Athletic Environment”. In these areas there are many potential safety threats and Centres should exercise the same level of management control as they would on the competition arena.	
Common practice	<input type="checkbox"/>	1. Most athletic activities are conducted in public venue such as parks, school yards or purpose built athletic venues. Most Centres carry out an inspection of the venue before the day’s activities to ensure the immediate surrounds are free of debris such as broken glass and that the venue is safe for spectators and officials.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/>	1. Ensure the arena is inspected for used syringes or other material that may pose a health and safety risk to athletes, officials, and spectators. Used syringes should be collected and disposed of in accordance with the guidelines on bloodborne infection. 2. Each Centre should have a published policy on use of play areas and equipment during competition. This includes climbing of trees when athletes are in free time between events.
Link	Bloodborne infection 2.2.4	

2.2.9 Athletic environment – clubrooms and storerooms

Event or factor	Clubrooms and storerooms	
COMMENT	The athletic environment is defined as the area surrounding the competition arena. The area may include spectator areas, clubrooms, canteens, playground areas, and car parks. Each Centre should examine their venue and decide what constitutes the “Athletic Environment”. In these areas there are many potential safety threats and Centres should exercise the same level of management control as they would on the competition arena.	
Common practice	<input type="checkbox"/>	1. Many Centres make sure of clubrooms for recording or computer data entry during competition activities and these areas are generally off limits to spectators and athletes. Storerooms generally remain open during the day’s activities to allow equipment to be retrieved or put away after use.
Suggested practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Each Centre should have a published policy on use of clubrooms to ensure that they are properly used and that risk of harm is minimised. 2. If the clubroom need to be left open during the day it should not be left unattended. 3. Storerooms should be locked when not in use as children may enter and injure themselves. Each Centre should undertake their own risk assessment of their storeroom and where necessary implement safety practices such as providing a locked cupboard for poisons, and safe racks for equipment storage. 4. Plan storage of equipment to minimise the physical demands of packing and unpacking. 5. Follow the guidelines displayed in the storage area and return equipment to the designated position. 6. Report to your equipment officer if trolleys and equipment need maintenance or repairs.
Link	Lifting and manual handling 2.2.14	

2.2.10 Food safety

Event or factor	Food safety	
Required practice	<input type="checkbox"/>	<p>The law requires that every Centre that sells food must comply with the Food Act 1984.</p> <p>If you sell food you will need to appoint an event coordinator who will be responsible for all food safety supervision at every event where your Centre sells food including the canteen, sausage sizzles and cake stalls.</p> <p>A copy of “Food Safety Guidelines for Community Organisations Working with Volunteers” is in Section 4 of the Safety Plan. Centres may obtain additional copies. from the Department of Human Services at the following internet address:</p> <p style="text-align: center;">www.dhs.vic.gov.au/phb/9903096.htm</p>

2.2.11 Athletic environment – playground areas

Event or factor	Play ground areas	
COMMENT	The athletic environment is defined as the area surrounding the competition arena. The area may include spectator areas, clubrooms, canteens, playground areas, and car parks. Each Centre should examine their venue and decide what constitutes the “Athletic Environment”. In these areas there are many potential safety threats and Centres should exercise the same level of management control as they would on the competition arena.	
Common practice	<input type="checkbox"/>	1. Many athletic venues have community playground equipment as part of the environment. Many Centres allow children, when not involved in competition, to have access to this equipment on the basis that the children are outside of the competition venue. Other Centres have strict policies on supervised and unsupervised use of play equipment.
Suggested practice	<input type="checkbox"/>	1. Each Centre should undertake a risk assessment of any play equipment inside their venue and develop strict policies on how the equipment may be used. This policy should be circulated to all members together with an agreed policy on penalties for misconduct.
Link	Personal safety 2.2.12	

2.2.12 Personal safety

Event or factor	Personal safety
Suggested practice	<ol style="list-style-type: none"> 1. Parents should meet their children inside the athletics area. 2. Children should go to the toilet in pairs. 3. When police attendance is required call 000. 4. Little Athletes should be encouraged never to go with someone they do not know. 5. Little Athletes should be encouraged to tell someone if they feel unsafe or unsure with a person or situation. 6. Centre officials should report anything of concern to the local police 7. Centres should promote personal safety in Programs and newsletters.
Link	<p>Athletic environment – spectator areas 2.2.8</p> <p>Athletic environment – playground areas 2.2.11</p>

2.2.13 Footwear

Event or factor		Footwear
Common practice	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Athletes should wear suitable shoes as foot covering. 2. Spikes are permitted for U12-U15 athletes 3. Maximum spike lengths are <ul style="list-style-type: none"> • Synthetic surface, 7mm or less • Non-synthetic surface, 12 mm or less 4. In age groups where spikes are not permitted, the wearing of spikes with the actual spike removed, or similar footwear, is also not permitted.
Suggested practice	<input type="checkbox"/>	<ol style="list-style-type: none"> 1. Centres should encourage Little Athletes to wear appropriate shoes. Appropriate shoes should: <ul style="list-style-type: none"> • Fit the foot type, i.e. normal, high or flat arch • Be a snug fit • Absorb shock where the foot contacts the ground to decrease the impact, e.g. forefoot or rearfoot. • Have a firm heel counter for stability of the shoe

SECTION 3. REFERENCES

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SECTION 4. FOOD SAFETY GUIDELINES FOR COMMUNITY ORGANISATIONS WORKING WITH VOLUNTEERS