



# CHRISTIAN SCHOOLS EVENTS NETWORK

## TERM THREE PRIMARY RALLY DAY

<b>LOCATION OF EVENT</b>	Various (refer to fixtures)
<b>DATES OF EVENT</b>	Friday 25 <sup>th</sup> August 2023
<b>CONVENER OF EVENT</b>	Karen Davidson with School Sports Coordinators as conveners
<b>SCHOOL ARRIVAL TIME</b>	9:30am
<b>SCHOOLS CHECK IN TIME</b>	9:40am
<b>OPENING PRAYER</b>	10:00am
<b>FINISH TIME (ESTIMATED)</b>	2:45pm
<b>COST PER TEAM ENTERED</b>	\$20.00+ GST invoiced at the end of term, based on maximum number of players allowed as outlined in CSEN sport rules.
<b>OTHER INFORMATION</b>	<a href="https://csen.org.au/rally-days/primary/">https://csen.org.au/rally-days/primary/</a>

### AGE GROUPS

The following age groups will be offered for Rally Days:

Primary (Years 5 – 6)

Junior Secondary (Years 7 – 8)

Intermediate Secondary (Years 9 – 10)

Senior Secondary (Years 11 – 12)

### AWARDS

1. The winning team in each sport and division will receive a pennant, distributed as soon as possible at the conclusion of the day.

## CHILD SAFETY

This Code of Conduct has a specific focus on safeguarding children and young people at CSEN Events against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, and board members at CSEN are expected to actively contribute to a school events association culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as per policy.

All adults present at the championships should fall into one of the following categories:

- a. Students (in school sports / theatre sports uniform)
- b. Staff from a school (in school staff polo top, or with school identification / lanyard clearly visible)
- c. Staff from Rethink PD
- d. CSEN staff (in CSEN attire)
- e. Parents / Visitors (school lanyard visible)

All school staff are requested to ensure adults sitting in the room have appropriate identification. If not, please ask them to sign in with the school they are associated with. Schools must have lanyards available for parent visitors and ensure they sign the school Child Safe Policy. Cultural Coordinators should be fully aware of the CSEN [Child Safety Policy](#) and the implementation of the policy at this event.

The Child Safety Officer at the event will be the convener of the event.

## EMERGENCY PROCEDURES

Emergency procedures are available at the venue.

## ENTRY FORMS

1. School entries are due 31 July in the year of competition (4:00pm), via the online entry form.
2. Final division allocation is the responsibility of the CSEN Executive Officer.

## EVENT RULES

1. Schools enter teams in the sports offered in the term of competition.
2. The intention of the sport is for schools / students to compete to the best of their ability in a friendly, encouraging Christian setting.
3. All competing teams must have a teacher / staff member with them.

## EVENT RULES - GENERAL

1. Primary Championships – only currently enrolled students in Years 3 – 6 from member schools may compete.
2. Secondary Championships – only currently enrolled students in Years 7 – 12 from member schools may compete.
3. Primary students may compete at the Secondary Championships providing:
  - a. They are an emergency replacement for a secondary student
  - b. There is no more than one primary boy or girl representing the school per rally day.
4. The intention of rally days is for schools / students to compete to the best of their ability in a friendly, encouraging Christian setting.

## FINAL / END OF MATCH PROCEDURE

It is expected that at the conclusion of each match, both schools will shake hands.

## FINAL / END OF DAY PROCEDURES

1. It is expected that at the conclusion of the event, all schools will pack up the area that they have been officiating at, as well as cleaning their area in the stands as directed by CSEN / Venue Staff. Excess cleaning costs will be passed onto schools that leave their area in an unacceptable state.
2. The sports coordinator in charge of each sport should email competing schools and the CSEN Executive Officer the results from the day within 24 hours of the final match.
3. Feedback forms can be found on the CSEN website if required.

## FIRST AID

All schools must also provide their own first aid kit and a trained first aider (may be a teacher). Any injuries at a CSEN event must be documented by the school and the school accident form submitted to CSEN at the end of each term as part of the Principal's Declaration.

## NOTES FOR SCHOOLS

1. Staff and students are expected to provide their own lunch / snacks for the match.
2. If you require additional information, please check the [CSEN website](#).
3. Further queries may be directed to the CSEN Executive Officer ([cse@csa.edu.au](mailto:cse@csa.edu.au)).

## OFFICIALS

1. All School Officials (including school supplied referees) must have signed your schools Child Safety Policy and this register should be forwarded to CSEN each term as requested via the Principal's Declaration process.
2. Referees should be provided according to the information on the fixture. Generally speaking, basketball, netball and football will have referees provided.
3. Referees should be correctly attired to officiate the match.

## PARKING

Please check with the venue on arrival for an appropriate area to park. (Terms and conditions apply to all venue car parks. Failure to comply may result in a parking infringement).

## PHOTOGRAPHY

1. Students, staff and parents may take photographs during the day for personal use only. These photographs must not be published to social media as this contravenes the CSEN Media Policy.
2. CSEN will not provide official photographs of the event.

## POLICY DOCUMENTS

Some Relevant Policy documents for this event include:

- Child Safety Code of Conduct
- Child Safety Reporting Obligations
- Extreme Weather
- Inclusion
- Rally Day
- Child Safety
- Deposit
- First Aid
- Media
- Sports Events and Disputes

These can be found on the restricted access section of the website. It is advisable to ensure all staff attending Rally Days are aware of these documents and the information found in them.

## SCORING PROCEDURES

1. Teams must use the scoresheets provided on the CSEN website for each match.
2. Both coaches must sign the fully completed scoresheet at the end of the match.
3. The winning team takes the scoresheet to the convener of the day immediately at the end of the match.

## SPORTS OFFERED

SPORT	PRIMARY GIRLS (YR 5 – 6)	PRIMARY BOYS (YR 5 – 6)
Basketball	√	√
Kickball	√	√
Table Tennis	√	√

## SPORT RULES AND SCORESHEETS

1. Current CSEN Sport Rules are available on the website.
2. Current CSEN Scoresheets are available on the website.
3. The convener of the venue should provide appropriate scoresheets for use by all schools for the day.

# RISK ASSESSMENT

## ASSESSED BY

KAREN DAVIDSON – CSEN EXECUTIVE OFFICER

## ASSESSMENT DATE

30<sup>TH</sup> OCTOBER 2022

## LOCATION

VARIOUS – REFER TO CSEN CALENDAR

## ACTIVITIES

INTERSCHOOL SPORTS CHAMPIONSHIPS

## DATE OF ACTIVITY

VARIOUS – REFER TO CSEN CALENDAR

## APPROXIMATE NUMBER OF PEOPLE INVOLVED ANNUALLY

2000 PAX

## NEXT REVIEW DATE

1<sup>ST</sup> NOVEMBER 2023

CSEN does not provide Personal/Accident Insurance Cover.

As a competing school we are aware that all teachers/parents/volunteers that we send to a carnival or sporting event have completed the school Child Safe Policy and signed the CSEN Child Safe Register that will be forwarded to CSEN as required.

## CONSEQUENCE OR IMPACT

Level	Descriptor	Example detail description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on-site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on-site release contained with outside assistance, high financial loss
4	Major	Extensive injuries, off-site release with no detrimental effects, major financial loss
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss

## LIKELIHOOD

Level	Descriptor	Description
A	Almost Certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

## RISK ANALYSIS MATRIX – LEVEL OF RISK

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (moderate)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

### Legend

- E: extreme risk; immediate action required
- H: high risk; senior management attention needed
- M: moderate risk; management responsibility must be specified
- L: low risk; manage by routine procedures

Exposure	Current Controls	Assessment			Additional Controls Required
		Severity	Likelihood	Risk Priority	
<b>GENERAL</b>					
Referees/Officials with inadequate knowledge for effective supervision	Use of accredited key officials where appropriate.	2	D	L	- Schools are responsible for ensuring that they send school staff that are competent & understand rules/safety requirements of the event they have been allocated to run.
Staff unfamiliar with emergency management principles	Schools are to check the emergency procedures of the venue on arrival.	2	D	L	
Employees without Working with Children Checks	All staff present at the event are understood to have undergone Working with Children check by the venue, Officials Association, or individual school.	2	C	M	- Schools are responsible for ensuring that they fully complete and return the register to CSEN by the due date.  - Contractors to complete the CSEN online register prior to the event.
Transport to and from the event.	Responsibility is with the student's school and / or parents.			NA	
Student Supervision when not competing	Schools must have a staff member in the stand with their students to monitor student presence.	2	C	M	- All schools notified of their responsibility to provide 1 teacher to supervise those students not competing while in the stands (1:20 ratio staff : students)
Collisions on track and students being hit by field implement, person or equipment.	Students to only walk around the outside of the field / courts to events, crossing only at the end of the field / court to avoid collisions.	2	C	M	- announcements to be made regularly on each of these points to ensure students do not forget the correct and safe procedures.
		3	D	M	
Food Poisoning	A canteen may be available for students to purchase "Fast/Take Away" food & drink. All care has been taken by the venue to ensure proper control & handling procedures are followed.	2	D	L	- Purchasing food at these outlets is done at their own risk. Spectators & competitors are recommended to bring their own food & drink to the venue.
<b>Footwear</b> Broken glass or sharp objects in the environment	Students are always to wear footwear. No students may compete in bare feet. Competitors are required to keep a safe distance from other competitors when competing.	3	D	M	
		2	C	M	
		2	C	M	
<b>Grandstand / Stage / Gymnasium</b> Students may trip and fall down several stairs / rows when moving in the grandstand / venue.	The non-competition venue will be a non-running area to avoid falling down steps	2	D	L	

Major Emergency	Schools are to follow the emergency procedures as per the school / venue protocols.				- Sports Coordinators are to ensure they know their responsibilities under the plan.
<b>PARTICIPANTS / SPECTATORS</b>					
Inadequate training and preparation of students/competitor  Low level of physical fitness / strength	Responsibility of each school to prepare students/competitors appropriately.	2	D	L	
Physical injury/ asthma attack etc. because of participation	- Each school is required to bring a First Aid Kit & ensures that the – Each school must have a first aid trained supervising teacher.  If students are asthmatic, they must always carry their medication.	2	C	M	
Students inappropriately dressed to compete. ie. uniform, footwear	CSEN rules of competition require students to be dressed appropriately. This information is available on the CSEN website. Rules of competition & the CSEN Code of Conduct can be downloaded from the CSEN website. <a href="http://www.csen.org.au">www.csen.org.au</a>  Individual schools must check that their students are appropriately dressed to participate.	2	C	M	
<b>OFFICIALS / PROGRAM</b>					
Poor program/draw organisation	Program has been arranged to maximise efficiency and safety of participants	2	D	L	
Providing inadequate rules and instruction for conduct of event	Rules and instructions are available on the CSEN website for both coordinators and conveners.	2	D	L	
Lack of clear identification of officials	Conveners of the event should make themselves known to all participating schools.  Consideration given to wearing a hi-vis vest to enable easy identification.	2	D	L	
<b>EQUIPMENT / GROUNDS</b>					
Failure to check competition areas/fields and equipment prior to event	School coordinators to check grounds / venue prior to start of play.	2	C	M	

**ENVIRONMENTAL**

Event continues during dangerous weather conditions ie. extreme heat/humidity, rain, lightning	Deteriorating conditions continually assessed and appropriate action taken by convenor in consultation with CSEN EO, school staff, officials etc.	3	D	M	
Sun sense / Dehydration / Exhaustion	Schools to provide sunscreen for their own students & remind students to bring/wear hats and apply sunscreen regularly throughout the day.	2	D	L	
COVID - 19	Risk of spread of Coronavirus	5	D	M	- Schools are to ensure they download and follow the coronavirus risk assessment.

## RISK WARNING UNDER SECTION 5M OF THE CIVIL LIABILITY ACT 2002

### ON BEHALF OF CSEN AND CSEN MEMBER SCHOOLS

#### Sporting and Cultural Activities

Christian Schools Events Network (CSEN) administers and convenes CSEN inter-school sporting and cultural activities in which many students from its members' schools participate. Students participating in these events take part in practice, trials, workshops, and competitions.

CSEN and its members' schools expect students to take responsibility for their own safety during sporting activities by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property, and grounds. CSEN and its members' schools also expect parents, spectators, and other participants to behave in a safe and responsible manner, to comply with the CSEN Code of Conduct and to set a good example for the students.

While CSEN and its members schools take measures to make the sporting and cultural activities as safe as possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting and cultural activities, whether at training or in actual events. Parents, spectators, and officials could also be injured or suffer loss.

Injury can occur while the student, parent, spectator, or official is engaging in or watching a sporting or cultural activity or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or from equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion, or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student, parent, spectator, or official has a pre-existing injury, participating in a sporting or cultural activity could result in an exacerbation of that injury.

Students, parents, spectators, and officials could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

#### **CSEN does not provide Personal/Accident Insurance Cover**

**It is the responsibility of CSEN member schools to ensure that all teachers/parents/volunteers they send to a sporting or cultural event have a valid WWCC and / or VIT accreditation and have signed the CSEN Child Safe Policy Register at their school. This information will be forwarded to CSEN on a regular basis.**

**It is the responsibility of schools to ensure that all staff, students, and parents attending a CSEN event have been informed of this Risk Warning.**



## CHANGE ROOMS

CSEN recognises that children are particularly vulnerable in change rooms and that measures must be put in place to ensure that children are able to safely get changed without fear of intrusion or fear for their safety.

Generally, the expectation of CSEN is that Member School Staff and Member School Volunteers would appropriately supervise change rooms in accordance with Department of Education guidelines. The same goes for CSEN Staff and CSEN volunteers who may be required to supervise change rooms in the course of supervising CSEN Representatives at non-CSEN events.

Those guidelines are that change rooms should be supervised and supervisors should adhere to the following guidelines:

- give explicit instructions and guidelines for behaviour in change rooms
- ensure students and staff have been notified that mobile phones (and cameras) are prohibited in changerooms
- set a routine for going into change rooms and keep to it
- announce to students when entering the change room and allow time for students to cover up
- do not stand in change rooms while students are changing as students have a right to privacy, and
- staff should not be in a changeroom with one student / player.

While the issue of a supervisor of either sex supervising the change rooms of both sexes poses some difficulties, some suggestions for supervisors in this situation include:

- give explicit rules about what is expected of students' behaviour in the change rooms
- ensure that students know that if there is an emergency you will enter the change room
- choose two student representatives to report to you about any problems in the change rooms
- ask the students to come out of the change room if there is any disturbance
- if for some reason the students remain in the change room seek a person of the appropriate sex to go in, and
- if there is an emergency, let students know you are coming in and give a warning to cover up before going in.

Parents from member schools must be discouraged from entering the changerooms unless truly necessary.

# RALLY DAYS

Date:

**LEVEL OF COMPETITION** (tick appropriate)

Intra School

Inter School

**YEAR LEVEL/S** (tick appropriate)

Junior Secondary (Yrs 7-8)

<input type="checkbox"/>
<input type="checkbox"/>

Junior Primary (Yrs 3-4)

<input type="checkbox"/>
<input type="checkbox"/>

Intermediate Secondary (Yrs 9-10)

<input type="checkbox"/>
<input type="checkbox"/>

Senior Primary (Yrs 5-6)

<input type="checkbox"/>
<input type="checkbox"/>

Senior Secondary (Yrs 11-12)

<input type="checkbox"/>
<input type="checkbox"/>

## GENERAL

	Yes	No	NA
Permission has been obtained from parents/guardians for all students participating			
Adequate teachers are attending providing appropriate levels of supervision for the activity.			
Parents have been notified of location of venue, transport arrangements and time involved			
First Aid Kit available			
Water is available for students at the venue			
Ice is available			
Students have been advised of personal sun protection requirements			
Students suffering from Asthma have been advised to carry their puffer to all events			
Students suffering from anaphylaxis have been advised to carry their EpiPen to all events			
Staff issued with first aid policy			
Form provided for record of injuries/incidents			
Access available for emergency vehicle			
A Risk Assessment has been completed by the school			

## PARTICIPANTS & OFFICIALS

Suitably qualified officials/teachers are to be used and are aware of rules and safety procedures at their event			
Students wearing appropriate clothing and footwear to compete (school sports uniform)			
All attending are aware of emergency procedures and exits			

## EQUIPMENT / GROUNDS

The playing area has been checked and is free of obstructions and loose objects			
Adequate facilities and shelter are available for spectators			
All event areas and equipment have been checked for age appropriate weights and heights			
Public facilities and buildings which are to be used have been checked			

## ENVIRONMENTAL

Weather conditions appropriate for the safe conduct of the event if outdoors			
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## COVID 19

COVID 19 risk assessment downloaded and followed			
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