

## **INFORMATION FOR PRINCIPALS**

**EVENT:** Secondary Schools Cross Country Championships

**DATE:** Thursday 29 May 2025

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

### **THE ENVIRONMENT:**

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

### **TRANSPORT ARRANGEMENTS:**

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

### **THE STUDENTS' CAPACITY:**

- Students are nominated by their schools/parents on the basis of their sporting ability. Information related to the students' health has been requested in writing from the student's parents.

### **THE SUPERVISORY TEAM:**

- The students will be supervised by qualified teachers who have been appointed for their expertise in the area of cross country.
- A qualified ST Johns Ambulance team will be in attendance to render emergency care.
- Schools attending should each have their own first aid kit.

### **THE INVOLVEMENT EXTERNAL PROVIDERS:**

- Health care will be provided by St John Ambulance personnel.
- All St John Ambulance personnel conducting activities have a current national police certificate.
- St John Ambulance has liability insurances to a limit of \$20m

### **SUPERVISION STRATEGIES:**

#### ***All participants***

- Will be supervised by the schools allocated teacher/s.
- Will be under the care of other teachers who will be present as course controllers, adult course marshals, and supervisors.
- Will be required to remain on site for the duration of the competition unless accompanied by their parent/guardian.

### **IDENTIFYING EVENT PARTICIPANTS:**

#### ***Students***

- Will be registered on arrival by their school or parent/guardian.
- Will be dressed in an identifiable school uniform whilst at the race venue.
- Where possible will wear identifiable school uniform while racing.

### **PROVIDE INFORMATION AND SEEK CONSENT:**

- Parents/guardians of student participants have been provided with full details of the activity.
- Parent information sheets are available on the SSWA web site

### **COMMUNICATION STRATEGIES:**

- A public address system will be used to communicate with participants.
- Qualified staff supervising all activities will communicate using two way radios.
- Qualified staff supervising also have mobile phone contact.

### **EMERGENCY RESPONSE PLANNING:**

- A designated general assembly point will be shown to all participants prior to the race commencement.
- Participants will move to this point if initially unable to locate their supervising teacher. The supervising teacher will be called to this location to assist the student.
- The teacher-in-charge of the school team has a list of the names of participating students, contact telephone numbers, student medical information and relevant health information of school supervisors.

### **BRIEF STUDENTS AND SUPERVISORS:**

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

### **PUBLIC LIABILITY DOCUMENTATION:**

- Service Provider Public Liability Documents can be found on the SSWA website at <https://www.schoolsportwa.com.au/admin/risk-management/>



## **INFORMATION FORM FOR PARENT/GUARDIAN**

**EVENT:** Secondary Schools Cross Country Championships

**DATE:** Thursday 29 May 2025

**COST:**

- \$12 per runner. Refer to the Secondary Cross Country Information page <https://www.schoolsportwa.com.au/interschool/secondary/cross-country/>
- School teams will be invoiced by SSWA after the event.
- Students entering as individuals (because their school does not enter a team and/or because they are nominating for state team selection) need to pay \$12 at the time of online nomination.

**VENUE:**

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

**COMMUNICATION:**

- An announcer on the microphone will communicate the proceedings on the day and a registration desk is set up to respond to queries

**TRANSPORT ARRANGEMENTS:**

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

**STUDENT CONTACT ARRANGEMENTS DURING EVENT:**

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

**SUPERVISION TO BE PROVIDED:**

***All participants***

- Will be placed under the immediate supervision of the schools attending teacher
- Other teachers will be present as course controllers, selectors, supervisors and course marshals.
- Will be required to remain on site for the duration of the trials unless accompanied by their parent/guardian.

**STAFF ACTION IN CASE OF ACCIDENT OR ILLNESS AT THE EVENT:**

- Qualified St John Ambulance personnel will be in attendance to render emergency care.
- Parents will be contacted immediately.

**SPECIAL CLOTHING OR OTHER ITEMS REQUIRED:**

- Whilst attending the School Sport Championship event, competitors are required to wear distinguishable school uniform or colours. It is recommended that students bring a hat and water bottle.

**SAFETY:**

- Staff supervising students at the event will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their activities.
- Parents/guardians should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent.
- Parents are required to present to the organisers, well before the trial, any change to their child's health and fitness Where it is considered necessary, School Sport WA staff will arrange medical assessment and treatment for students.
- SSWA requests that parents, and students not competing at the time, watch races from the bank and not crowd at the finish line, for safety reasons.