

2.5 ASSOCIATION POLICIES

GSV aims to provide a safe sporting environment for all players, coaches, umpires and officials. To help achieve this aim the following policies have been adopted.

2.5.1 RISK MANAGEMENT POLICY

GSV aims to ensure that all activities are managed and conducted in a safe environment. The purpose of this policy is to describe a process for the safe management of sport. The key responsibility lies with the member schools. The following provides a generic guide for the establishment and implementation of a risk management process within schools when participating in GSV sporting events.

GSV	Distribution of GSV Code of Conduct, Rules and Regulations, Association Policies and GSV variations on the standard rules of each sport to all schools in the GSV Handbook GSV Association Policies updated on GSV website
The School	Information to be kept at the Front Office: <ul style="list-style-type: none"> • Competition Details • Contact telephone number(s) • Venue details (Specific!) • Transport details (departure + return) • List of Staff and Coaches • List of Students • Plan of information when school reception is unattended Insurance Cover for all participants (staff, student, coach, umpire, spectator, volunteer) Cover letter information should include: contact information of person in charge, competition details including date, departure and arrival time, destination, mode of transport Permission slip information should include: emergency contact numbers of parent/guardian/reliable contact
Student Requirements	Students and their parents should receive an information package/letter including competition details, contact telephone number(s), venue details and transport details Formal steps need to be taken to secure; <ul style="list-style-type: none"> • Student agreement to participate • Parental permission • Student Medical Information
Staff Requirements	To be suitably qualified – consider first aid qualifications and coaching qualifications To be briefed on the medical situation of students To receive a copy of the GSV Code of Conduct, Rules and Regulations, Association Policies and GSV variations on the standard rules of the sport in question. Appropriate staff to student ratio, including when transporting students Recommended that Teacher in charge has a mobile phone
Coach Requirements	Coaches should be employed or contracted to the school (Incorporate Code of Conduct into contract) To be suitably qualified – recommend first aid qualifications, coaching qualifications and police check. To be briefed on the medical situation of relevant students To receive a copy of the GSV Code of Conduct, Rules and Regulations, Association Policies and GSV variations on the standard rules of the sport in question.

Umpire Requirements	Umpires should be employed or contracted to the school To be suitably qualified – consider first aid qualifications, coaching qualifications and police check. To receive a copy of the GSV Code of Conduct, Rules and Regulations, Association Policies and GSV variations on the standard rules of the sport in question.
Event Material GSV require all schools attending GSV sporting events to bring with them the information and items listed.	Operable phone and Contact telephone numbers : <ul style="list-style-type: none"> • Ambulance • GSV Executive Officer • <u>After hours</u> contact numbers for school representative e.g. Director of Sport, Deputy Principal for each school • Emergency contact numbers for participating students • Bus companies • Taxi • First Aid kit

Weekly Sport

It is the first named school's responsibility to set an emergency plan for the competition venue(s) so that responsible action is taken in an emergency.

The emergency plan should include:

- The provision of an operable phone at the competition venue. The phone should be easily accessible.
- List of contact numbers, including after hour contacts, should be readily available.
- Ensure emergency vehicles have clear access to the playing area at all times.

Carnivals, Events and Tournaments

At large carnivals, events and tournaments GSV will arrange for suitable first aid personnel to be available at the venue e.g. Sports Medicine Australia. This will be in addition to each school having their own first aid kit.

Resource Requirements

Each school must have their own first aid kit including ice, whether in cubes or icepacks. A First Aid kit is required for all events.

Recommended items that should be contained in the first aid kit to cover most emergencies:

Band-Aids Elastic Bandages Gauze Bandages Antiseptic Cream Antiseptic Lotion Eye wash Ventolin inhaler Barley sugar/Jelly beans Disposable probe	Disposable Latex Gloves Sterile Gauze swabs Elastic Clits Sanitary Items Scissors Ice/chemical cold pack Sunscreen Non adhesive dressings Stingose cream	Vaseline Hypoallergenic tape Sling Safety Pins Disposable Resuscitation Mask Plastic Disposal bag (for blood products) Sterile eye patches
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Reporting and Monitoring

Step 1 School – follow school's own process for accident reporting.

Step 2. GSV Accident Report – A **GSV Accident Report** form is to be completed within 48 hours and forwarded to the GSV office. It is important that the GSV files are complete and up to date for insurance purposes within 48 hours of the accident. Should any parent require a copy of the form for insurance purposes they should contact the GSV office on 9862 9260.

2.5.2 SUN AND HEAT PROTECTION POLICY

Many of the GSV activities will take place in hot sunny weather. GSV aims to protect its staff and students from the effects of heat and exposure to the sun.

In addition to this policy GSV has developed rules for the cancellation of sport in extreme heat. (refer to Section 2.6)

The aims of this policy are to increase the awareness of the dangers of overexposure to heat and sun and to increase the levels of responsible behaviors towards these issues.

The following strategies are recommended:

1. Schools should ensure that uniforms are suitable and that protective sun hats are worn.
2. Schools should, where possible, ensure that adequate shade areas are provided at venues.
3. Staff should ensure that team officials provide appropriate modeling behavior.
4. Staff should ensure the availability of sufficient drinking water at a venue.
5. Staff should encourage personal protection measures for students at all times, including:
 - the wearing of hats when in the sun
 - the use of broad spectrum sunscreen
 - the use of available shade areas
 - the drinking of fluid, prior, during and after exercise.

Factors to consider during extreme heat:

- Dividing games into shorter periods to allow for extra drink breaks
- Provision of extra water for wetting face, clothes and hair
- Increasing air flow in indoor venues.

Reference: SPORTS MEDICINE AUSTRALIA – VICTORIAN BRANCH
Smartplay Resource – 'Beat the Heat' (September 1999)
Smartplay Resource – 'UV Exposure & Heat Illness Guide (January 2010)

SPORTS MEDICINE AUSTRALIA
Preventing Heat Illness in Sport (December 2001)

2.5.3 INFECTIOUS DISEASE POLICY

A number of blood-borne infectious diseases can be transmitted during body contact and collision sports. The more serious include Viral Hepatitis and HIV (AIDS) infections. It is important to remember that more common diseases, such as the "common cold", flu and herpes simplex may be spread during body contact sports.

These diseases may be spread by contact between broken skin or mucous membranes and infected:

- blood
- saliva (not HIV)
- semen and vaginal fluids.

NB. There is no evidence that sweat, urine and tears will transmit Hepatitis B or HIV.

It is strongly recommended that all participants, coaches and officials in GSV be informed of this policy and adopt its commonsense recommendations to reduce the risk of transmitting infectious diseases.

Players

1. Sharing of towels, face washers and drink containers must not occur.
2. All open cuts and abrasions must be reported and treated immediately.
3. It is the participant's responsibility to maintain strict personal hygiene, as this is the best method of controlling the spread of these diseases.
4. It is strongly recommended that all participants involved in contact/collision sports be vaccinated against Hepatitis B.
5. All participants with prior evidence of these diseases are strongly advised to obtain confidential advice and clearance from a doctor prior to participation.

Team Areas

1. It is the host schools responsibility to ensure that the toilet and change facilities are clean and tidy. Particular attention must be paid to hand basins, toilets and showers. Adequate soap, paper hand-towel, brooms, refuse disposal bins and disinfectants, must be available at all times.
2. Spitting must not be permitted.
3. All clothing, equipment and surfaces contaminated by blood must be treated as potentially infectious. Equipment and surfaces should be cleaned immediately if soiling or spills occur.

Procedure for on field treatment of bleeding wounds during the games

- If the player is bleeding she should immediately leave the playing area to receive treatment (substitution may be made)
- Player may return to the field once bleeding has been controlled, wound covered and any blood contaminated clothing changed.
- If the bleeding player does not leave the field voluntarily or when asked the umpire may suspend her for misconduct.
- If an area of the field/court becomes contaminated with blood the umpire must stop the game.

Recommendations for when cleaning up blood and body substances:

- Gloves must be worn.
- If the blood spill is large, confine and contain the spill.
- Remove the bulk of the blood and body substance with absorbent material, e.g. paper towels.
- Place the paper towels in a sealed plastic bag and dispose with normal rubbish. Clean the spill site with a detergent solution.
- Wipe the site with disposable towels soaked in 1:10 solution of bleach. (Hockey turf – soapy water with brush, rinse with water)
- Routine laundry procedures are adequate for the processing of all linen.
- Gloves should be worn when handling or washing soiled linen. General utility gloves can be used for this task. The gloves should be washed in detergent after use, or discarded if they are peeled, cracked, discolored, torn, punctured or have other evidence of deterioration.
- Contaminated linen soiled with blood or body substances should be transported in a leak proof plastic bag to the laundry site simply to contain the body fluid and stop it spreading to the other laundry items. Contaminated linen does not need to be segregated in the hot detergent wash.

Umpires and Officials

1. It is strongly recommended that all personnel working in contact/collision sports be vaccinated against Hepatitis B.
2. Officials must report all open cuts and abrasions to the responsible school staff member/coach at the first available opportunity.
3. All contaminated clothing and equipment must be replaced prior to the player being allowed to resume play.
4. If bleeding should recur, the above procedures must be repeated.
5. If bleeding cannot be controlled and the wound securely covered, the player must not continue in the game.

Coaches and Responsible Staff

1. If a skin lesion is observed it must be immediately cleansed with suitable antiseptic and securely covered.
2. If a bleeding wound occurs the individual's participation must be interrupted until the bleeding has been stopped and the wound is both rinsed with plenty of water and if dirty, washed with soap and covered with a waterproof dressing.
3. Those attending to bleeding players should wear disposable latex or vinyl gloves which must never be reused. These must be worn when direct contact is anticipated with blood or body substances, mucous membranes, or non-intact skin, as when attending to first aid of a bleeding player or handling items or contact surfaces contaminated with blood or body substances.

Gloves must be changed and discarded;

- as soon as they are torn or punctured
- after contact with each player.

Hands must be washed after removal and disposal of gloves.

4. Disposable resuscitation devices should be available and accessible. They should be used for anyone requiring mouth-to-mouth cardiopulmonary resuscitation (CPR).

Education

1. There is an obligation upon all relevant staff to provide suitable information on the associated risk factors and prevention strategies against these diseases.
2. The safe handling of contaminated clothing, equipment and surfaces must be brought to the attention of all players and associated staff.
3. Although Hepatitis B vaccination is usually effective in raising immunity to Hepatitis B, it provides no protection against other blood-borne diseases such as HIV.

Action to be taken in the event of a blood spill

In an accident where bleeding occurs and if:

1. Skin is penetrated or broken; the immediate first aid is to clean the wound with soap and water only. If water is not available a 70% alcohol hand rub should be used.
2. Clothes are bloodstained; they should be changed for clean ones once the wound has been treated. They should be handled with rubber gloves and treated as above.
3. Blood gets on the skin, irrespective of whether there are cuts or abrasions, wash well with soap and water.
4. Eyes are contaminated; rinse the area gently but thoroughly, with the eyes open, with water or normal saline.
5. A player is wearing contact lenses:
 - leave the contact lenses in while the eye is irrigated with water or normal saline, the contact lenses are acting as a barrier to the eye.
 - when the eye has been adequately irrigated for several minutes, remove the contact lenses and clean in the normal manner.
 - they can then be reused. They do not have to be cleaned any differently than normal and they do not need to be discarded.
6. Blood gets in the mouth, spit it out and rinse the mouth with water several times.
7. Where there is additional concern about infection, medical advice should be sought from a physician or clinic where there is experience in the management of HIV infection.

Ref: SPORTS MEDICINE AUSTRALIA
Infectious Diseases Policy, July 1997.

2.6 INCLEMENT WEATHER AND PROCESS FOR CANCELLATION

All sport should proceed where possible, in all weather conditions, with the exception of hail, lightning and extreme heat. Weather conditions need to be continually assessed during the playing time. In rainy conditions the playing surface conditions must be considered safe by the responsible staff. Safety of players is paramount.

Weekly Sport

Wet Weather

Cancellations due to wet weather should be made by 1.30 p.m. for after school matches, otherwise cancellations should be made after arrival at the venue. The exception to this rule is Junior Netball.

Junior Netball will be played at community venues and cancellations may be directed by the GSV Executive Officer or GSV Netball Convenor (appointed at each venue). Cancellations due to wet weather should be made by 1.30pm and the decision to cancel will be rung through to each school or alternatively, should the need arise (i.e. weather conditions change), at the venue.

Lightning and Severe Hail

Where student safety is compromised with severe hail or electrical storms, coaches of opposing teams shall, in consultation with each other and the referee/umpire (if applicable), immediately stop play and follow the guidelines for protection against lightning strikes as listed.

In the case of electrical storms play should only recommence if students' safety can be assured i.e. 30 minutes after the last sound of thunder. Should weather conditions fail to improve, the game shall be cancelled.

Determining Distance from the Storm Cell

The observation of approaching storm clouds, the first flash of lightning or clap of thunder, should heighten lightning-awareness. The level of risk depends on one's location (direction and distance) relative to the storm cell and the direction in which the storm is travelling.

A simple method for determining the distance to the storm cell is to measure the time elapsed from when the lightning flash is observed and when the associated clap of thunder is heard. The distance in kilometers to a lightning flash may be estimated by dividing the time delay (in seconds) between the flash and the thunder by 3. If you hear thunder, find shelter urgently, especially if the time delay is less than 30 seconds. Ensure students remain sheltered for at least 30 minutes after the last sound of thunder and:

- Seek shelter in a solid building, avoid small open structures
- Never shelter under small groups or single trees
- Stay away from metal objects i.e. poles, fences, umbrellas etc.

Extreme Heat

Cancellations due to extreme heat will be made at the discretion of the GSV Executive Officer. Cancellations due to extreme heat will be made at 1.30pm and the decision to cancel will be rung through to each school.

Sports Medicine Australia has written a policy on exercising in heat, with reference to The Heat Stress Index or WBGT (wet-bulb globe temperature). The WBGT takes into account temperature, humidity and air velocity and it is considered a reliable measure of the environmental heat stress. A safe temperature level will be set by GSV using the SMA policy as reference material. A guideline temperature is **35°C**.

Rescheduling

There shall be no rescheduling of matches cancelled due to extreme heat and in the case of central venues, wet weather, except if a whole round has been cancelled. Rescheduling is at the discretion of the GSV Office. In the event of cancellation due to wet weather, schools may agree to reschedule the match.

Match Results

The results will stand for any matches completed within a zone (except Junior Netball). Any matches not completed will receive 2 points each (equal to a draw).

In the event of a zone of sport being washed out, any pre-determined forfeits within that zone will also be declared a washout. However, if any match was completed in that zone, the forfeit would then stand.

In Junior Netball, in the event of a central venue or a grade/grades being washed out, any pre-determined results within that venue or grade will also be declared a washout.

If a match cannot continue for safety reasons, a minimum of half the match needs to have been completed for there to be a result. The exception to this rule is Cricket (Please refer to the specific rules of Cricket for relevant information.)

Major Carnivals, Annual Events and Tournaments

The GSV Executive Officer will make cancellations for full day activities as early as possible. The decision to cancel will be rung through to each school. Parents are to contact schools rather than GSV directly. The GSV website will also allow for effective and efficient dissemination of information such as cancellation of events due to inclement weather.

If a cancellation has not been made prior to the start time, it is expected that all schools will arrive in plenty of time for the start of the carnival, event or tournament. GSV has the right to cancel or abandon aspects of the event at any time when inclement weather makes the activity unsafe.

Sports Skills Programs

The process for the cancellation of Sports Skills programs will be addressed in the 'Information Package' distributed to schools.

Wet Weather

Cancellations will be made at the discretion of the GSV Office based on weather conditions on the day.

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There shall be no rescheduling of sessions disrupted by inclement weather.