



## South Canterbury Amateur Athletics Club

# Health and Safety Guidelines and Procedures

The South Canterbury Amateur Athletics Club (SCAAC) is a Volunteer Association.<sup>1</sup> It has a primary duty of care to promote and maintain a safe environment for its members to practice, participate and enjoy athletics activities. As a result it attaches the greatest importance to the principles of common sense and safe oversight of the venues used, the athletic activities undertaken and the use of athletic equipment by all its members and those associated with them during the athletic activities being undertaken.

### **Purpose:**

To outline safe practices and minimise harm for all persons while undertaking SCAAC activities at the All Weather Track at Aorangi Park, and any such other venue used for training or Club activities.

### **Definitions and scope**

**Athletics activities** will be those organised by the Club and can include (but is not limited to) the following:

- Participating or competing in an athletics event
- Coaching and training in athletics events
- Facilitating and/or assisting with coaching programmes and training in athletics events
- Officiating at athletics events
- Assisting officials at athletics events
- Observing and supporting (e.g. spectators) at athletics events

For the purpose of this guideline **harm** can be any of the following:

#### **Physical**

- Environmental conditions
- Unsafe equipment and/or facilities
- Poor technique
- Violent or aggressive behaviour

#### **Social, emotional, cultural**

- Emotional harm occurs when the person's self-esteem is undermined or they perceive a threat to their wellbeing.
- Social harm is that which damages the person's relationships with others
- Cultural harm occurs when the person's beliefs or practices are not acknowledged or accepted or they are excluded.

### **Hazard**

A hazard is an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work/activity) that is an actual or potential cause or source of harm and includes a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person.

### **Risk**

Risk is defined as 'the chance of something happening that will have an impact on objectives.'<sup>2</sup> Risks, if they are realised, may prevent you from achieving a daily task, a project, or your organisation's objectives and goals. Risk is inherent in everything we do – though by managing risks you can reduce the chances of serious harm to your organisation and your community.

### **Process**

#### **Risk assessment and minimisation**

- a) While using the all weather track facility the Club members will endeavour as far as is reasonably practicable to abide by the rules of the Athletics South Canterbury All Weather Track Trust (ASCAWTT).
- b) The Club will be informed of any hazards within/on the venue as identified by the ASCAWTT.
- c) The SCAAC will inform the ASCAWTT of any hazards that develop on the venue.
- d) Identified hazards will be isolated, minimised and where possible eliminated.
- e) Notification and communication of hazards will be made to the Club members, athletes, or their parents/caregivers.
- f) The Club will provide their athletes with implements/equipment that is in sound condition and age appropriate.
- g) Athletes under 18 years will be supervised when using any equipment.
- h) The club's equipment/storage shed is out of bounds to unsupervised children.
- i) Adults and parents assisting at club events will take due care for their safety<sup>3</sup> and that of the athletes when moving about the facility and to be aware of throwing events or training being undertaken.
- j) All persons who are not competitors or match officials will remain behind the perimeter fence during Athletics NZ endorsed events.
- k) Climbing on the grandstand framework is to be fervently discouraged as this is an extreme hazard to the climber. (This hazard has been notified to ASCAWTT but not yet isolated, minimised or eliminated)

<sup>1</sup> Worksafe definition. Health and Safety at Work Act 2015 (HSWA)

<sup>2</sup> "the effect of uncertainty on objectives" Athletics NZ Risk Management of Events 2016

<sup>3</sup> "take reasonable care of their own health and safety and reasonable care that others are not harmed by something they do or don't do." Health and Safety at Work Act 2015 (HSWA)

All athletes will be encouraged to

- a) Stay off the running track when races are being run
- b) Use the nearest gates when proceeding to an event and not to cross the inner field during competition or training
- c) Take all care when wearing spikes and to remove spikes when proceeding outside the competition area
- d) Wear covered footwear when throwing shot put or discus
- e) Use their own drink bottle
- f) Wear sunscreen

### **Codes of Behaviour/Conduct**

#### **Athletes**

Athletes will be aware of and abide by the **Athletes Code of Behaviour**

- a) Take part for the "fun of it" and not just to please parents and coaches
- b) Abide by the rules
- c) Never argue with officials
- d) Control your temper and language
- e) Work equally hard for yourself and your Club team
- f) Be a good sport
- g) Treat others as you would like to be treated
- h) Co-operate with your coach, team-mates, opponents and officials
- i) Show respect for your fellow competitors, the equipment and the facilities

#### **Volunteers, parents and supporters**

Volunteers, parents and supporters will be aware of and abide by the **Volunteers, parents and supporters Code of Behaviour**

- a) Remember children and all athletes are involved in athletics sport for their enjoyment, not your
- b) Encourage all athletes to abide by the rules
- c) Remember that children take part for enjoyment and that winning is only part of their motivation
- d) Avoid concentrating on the talented athletes and promote the attainment of personal best performances.
- e) Focus on the child's efforts rather than the overall outcome or placing in the event
- f) Never ridicule or shout at a child making a mistake or losing a competition
- g) Children learn best by example. Applaud good performances by everyone.
- h) Maintain respect for officials and opposing coaches
- i) Support all efforts to remove all verbal and physical abuse from club athletics activities
- j) Show respect for all equipment and the facilities
- k) Recognise the importance and value of volunteer managers, coaches, officials and committee members. Remember many of them are also parents performing a different and necessary role in the club or at an event.

#### **Coaches**

Club endorsed coaches are encouraged and duly expected to be registered with Athletics New Zealand and to have signed the declaration in the Athletics New Zealand Coaches Code of Conduct

**All members are expected to take all reasonable steps to keep themselves safe and to supervise and keep children under their care safe.**

**Any serious breaches of the above codes will be reported to the Club committee in the first instance.**

#### **Recruitment**

The adults engaged with children's athletics will primarily be parents or caregivers of athletes. Adults who wish to become involved with the athletics club will be known to, or recommended by other involved adults or parents. If not known they may be asked to undergo Police Vetting depending on the level of involvement they wish to have with the children/athletes. The committee will approve the requirement for Police vetting and on receipt of the vet make a decision on the level of involvement of the person.

#### **Training**

As much as possible parents and volunteers will be trained alongside current trainers, facilitators, coaches and officials. The Club will actively encourage, promote and provide training in any aspect of clubs athletics activities that the volunteer is interested in. The Club will encourage training in First Aid.

#### **Responding to harm.**

The club will have a First Aid kit that is checked every month and kept stocked as per the contents list. A register of incidents of serious harm will be kept and reported to the Club committee. Health and Safety will be a standing agenda item at all Club committee meetings. Serious breaches of conduct will be reported to the Club committee and appropriate agencies if required.