
Risk Management Plan



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RISK MANAGEMENT POLICY STATEMENT

Little Athletics Queensland (LAQ) and its affiliated Centres are committed to the health, safety and well-being of all its members and dedicated to providing a safe environment for participating in athletic activities.

LAQ will use a structured risk management program to minimise reasonably foreseeable disruption to operations, harm to people and damage to the environment and property.

Risk Management will continue to play an integral part of Little Athletics Queensland strategic direction through:

Education - Ensuring the Board of Directors, staff, Committee Members, officials, and coaches of the Association are trained at an appropriate level to implement risk management effectively. Members of the Association must continue to receive education in the role of risk management and the identification, evaluation and treatment of risk. In addition, provide education and documentation to athletes and their parents regarding risk elimination and/or minimisation.

Leadership - Risk Management is the responsibility of everyone. For it to operate effectively, the Board of Directors and Association staff, need to show leadership and be able to anticipate and manage issues that may impact upon how well strategies are implemented, to meet the objectives and goals of the organisation.

Directors are expected to provide strategic direction and take well-judged sensible risks to develop the Association. Logical and effective application of risk management principles will ensure LAQ Directors are consistently forward thinking, rigorous, and systematic in the way they carry out their responsibilities with a clear view of the associated risks and opportunities.

Policies and Procedures- Policies and procedures will continue to be developed to eliminate, minimise and/or manage risks. These policies will be adopted and implemented as soon as practical after risks are identified. Such policies will reflect member and community expectations.

Review - To continually review LAQ best practices, to ensure they reflect community and member expectations by offering the best protection to the Association and its members.

RISK MANAGEMENT

What is Risk Management?

Risk is defined by the Australian Standard as, “*the chance of something happening that will have an impact on objectives*”. Risk is measured in terms of consequences and likelihood. The action taken to treat or reduce the risk, therefore, needs to address the likelihood of an event occurring and the consequences if it does occur, or both.

Risk management is a systematic approach towards effective management, be that of a Centre, or the entire Association. Risk management is not complex and does not require specialised skills. It is about creating opportunities, understanding the risks and managing them to achieve desired outcomes.

Risk Management Process

The steps in the risk management process are:

1. Establish the Context
 - Objectives
 - Discussions involving all stakeholders
 - Information gathered/received from other groups (State Govt etc)
2. Identify the risks
 - Inspection - external or an internal audit
 - What could happen?
 - How could it happen?
3. Analyse the risks
 - Review control measures
 - Likelihood of event occurring
 - Consequences of event occurring
 - Level of risk involved
4. Evaluate the risk
 - Evaluate (certain, almost certain, likely, moderate, unlikely, rare)
 - Rank the risk (extreme, very high, medium, low, negligible)
5. Treat the risks
 - Identify options
 - Select the best responses
 - Develop risk management plans
 - Implement
 - Review regularly

Types of Risk

- Physical Risk
 - Personal injury
 - Athlete development
 - Environmental and weather conditions
 - Risk to the associations and/or Centres physical assets such as equipment, grounds, vehicles and buildings.
- Financial Risk
 - Theft
 - Fraud
 - Damages claims
 - Best practices
 - Budgeting
- Ethical or Moral Risk
 - Discrimination
 - Child abuse
- Legal
 - Government Regulations
 - LAA Regulations

Ten Steps to Providing a Well-planned Risk Management Strategy

1. **Take risk seriously** - Think about risk, identify potential problems and set up protection against them.
2. **Become incorporated** - If something does go wrong, somebody could get sued. Make sure this is not going to be you by incorporating your Centre. For more information on incorporation, please refer to the Administration Manual or contact the LAQ Office.
3. **Put somebody in charge** - Appoint a Risk Manager, or a risk committee, this could be as simple as each Centre Committee Member reporting on the risk in their designated position, e.g. the Equipment Officer ensuring all equipment is safe, digging the long jump pit, or the Officials Officer ensuring all the officials are aware of their responsibilities etc.
4. **Work out the likely hazards** - Review the Centre grounds, your financial procedures, your equipment, how you treat new and existing members, identify if there are any issues, put procedures and protections in place to correct these situation.
5. **Evaluate and Prioritise the risk** - After identifying the likely hazards, evaluate the importance and likelihood of each risk and prioritise these in order of most likely to least likely.
6. **Fix what you can fix** - Based on the risks which have been evaluated and prioritised, modify, make changes to, and replace the risks which can be fixed (e.g. broken equipment, more sand for long jump pit).
7. **Shift what you can shift** - If you cannot remove the risk, shift the burden. Make sure everyone is aware of the risks involved with athletics. Have parents read and sign the registration form 'Parent Declaration'.

8. **Insure what you can insure** - Insurance is not a substitute for risk management. It is, however, a risk management tool. If you have done everything possible to make you Centre safe and there are still risks you cannot avoid, insure against them. Little Athletics Australia has put together, with their brokers, Willis International, a comprehensive insurance scheme for all Little Athletics Centres encompassing Accident, Liability, Directors and Officers Insurance etc. It may however, be necessary to check for coverage on Centres equipment and buildings. Know your policy, know what it covers.
9. **Get ready for the worst** - Even if your Centre has taken all foreseeable precautions, there may still come a time when you have to act. Does your Centre have the numbers handy for the police, fire brigade and ambulance? Who knows first aid? Do you have an evacuation procedure?
10. **Build all this into a policy** - Put everything in writing, have a manual available, make sure everyone is aware of the policies and follows them. A number of risk management policies and procedures are already in place. These can be found throughout your Centre Administration and Operational Kits, in the Centre Constitution, Association Resolutions and By-laws, officials, competition, track and field marking information, Sunsafe Policy, Hydration Policy, Code of Conduct, Zero Tolerance Policy etc.

Minimising financial risk can be found in the Centre Constitution under Finances. Event specifics for athletes of all ages can be found on the back of the Achievement Cards, or in the Competition Handbook. Equipment specifications can be found in the Competition Handbook. Dimensions for event markings can be found in the Track and Field Marking Manual or the IAAF Handbook.

These rules, by-laws, specifications and policies have all been put into place to manage risk.

PHYSICAL SAFETY

All Centre personnel have a duty of care to Little Athletics. 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 describes practices and procedures that may be undertaken by Centres to ensure adequate supervision and safe, suitable premises and equipment. Safety procedures are provided which Centres may choose to adopt for training and competition purposes. These procedures may be added to where necessary.

Detail of practice or procedure

Below are definitions used throughout the remainder of this document.

Event or factor	Name event or potential contributing factor. E.g. Hurdles, or bad weather.
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 may become common practice in time.
Links to other practices or procedures	To avoid duplication, you may be referred to other relevant documents, manuals, practices and procedures.

Prevention of Injury

Many injuries gained through sport can be easily avoided by taking a number of precautionary steps.

Stretching, Warm Up and Cool Down

Warming up is an important aspect of injury prevention, preparing athletes both physically and mentally for the activity ahead.

The ideal warm up will help to raise body temperature and increase heart rate. Fun running games of various sorts will ensure that these appropriate responses are achieved. Stretching should always follow this initial warming up stage.

Stretching assists with flexibility. Flexible muscles and joints reduce the risk of injury, as they are able to better respond and adapt to sudden movements.

Cooling down is just as important as warming up! It prevents muscles feeling tired and sore after exercise, stretches out muscles contracted from vigorous exercise and lowers the body temperature and heart rate.

Event or factor: Stretching, Warm Up and Cool Down**Common practice**

1. All athletes to warm up and stretch prior to the commencement of any event.
2. All athletes to cool down and stretch, particularly following strenuous events.

Suggested practice

1. Warm up and cool down should take approximately 5 - 10 minutes, however, environmental conditions need to be considered. (E.g. in cold weather the warm up should be longer).
2. The warm up should 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, stretching and cool down should be supervised.
6. Seven rules for stretching to ensure maximum safety:
 - 6.1 Warm up prior to stretching
 - 6.2 Stretch before and after exercise
 - 6.3 Stretch all muscle groups that will be/have been involved in the activity through the full range of movement to be/being preformed
 - 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 breathe when stretching
7. Cooling down should mimic the initial warning up routine.

Links

- LAA Stretching Video, Coaching Manual, Play Training Manual

Providing a Safe Environment

Please note: *The following is not an exhaustive listing of regulations and event specific rules. Centres should refer to their Administration and Operational Kits for further information.*

Rules in Little Athletics

Track and field rules have been designed for two reasons: -

- to standardise activities and performances and
- to ensure that the activity is safe for competitors and spectators.

Rules should be clearly indicated to children before the start of competition and enforced by officials and parents.

Little Athletics was one of the first sporting movements to adopt a 'modified' approach to sport. Children have always been free to take part in modified events, making them compatible to children's physical attributes and capabilities. It is for this reason that Centres need to carefully follow the standards set for events by Little Athletics Australia. LAQ Standard Equipment & Event specifications, as approved by LAA, are detailed in the Operational Kit, or contact LAQ.

Playing Area, Facilities and Equipment

It is the Centre's responsibility to ensure that the facilities and equipment used by athletes, officials and spectators are safe and free from the risk of injury. Wherever possible, safety measures should be put in place to reduce the risk of accidents.

COMMENT

The athletics environment is defined as the area surrounding the competition arena. The area may include spectator areas, club rooms, 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.

Event or factor: Spectator Areas

Common practice

Most athletic activities are conducted in public venues such as parks, school yards or purpose built venues. Most Centres carry out an inspection of the venue before the days activities to ensure the immediate surrounds are free of debris, such as broken glass and that the venue is safe for spectators, athletes and officials.

Suggested practice

1. Ensure the arena is inspected for used syringes or other material that may pose a health and safety risk to people. Used syringes should be collected and disposed of in a biohazard container.
2. Each Centre should have a published policy on use of play areas and equipment during competition. This should include climbing trees when athletes are in free time between events.

Event or factor: Club Rooms and Storage Sheds/Rooms**Common practice**

Many Centres make use of club rooms 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 competition to allow equipment to be retrieved or put away after use.

Suggested practice

1. Centres should have a published policy on use of club rooms to ensure that they are properly used and that risk of harm is minimised.
2. If club room is left open during competition, 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 a risk assessment of their storeroom, where necessary, implementing 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. Regularly check all equipment for faults and/or degeneration and report to your Equipment Officer if maintenance or repairs are required.

Event or factor: Playground Areas**Common practice**

Many athletic venues have community playground equipment as part of the environment. Some 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

Centres should undertake a risk assessment on any play equipment inside their venue and develop strict guidelines on how the equipment may be used. This guideline should be circulated and reinforced to all members.

Link

- Bloodborne Infection - page 18 of this book.

Event Specific Safety

Event or factor: Long Jump and Triple Jump

Common practice

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. Ensure rakes and/or shovels are not used by athletes for purposes other than digging and raking the pit.
5. When laid on the ground, rake spikes must point toward the ground.
6. At least two or three officials should run the event.

Suggested practice

1. Equipment must not be used without supervision.
2. Inspect rake and/or shovel for splits or breakage prior to each competition. Encourage officials to report damage.
3. Three to four people should run event depending on athlete numbers.
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. During Triple Jump, ensure 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

- Officials Handbook, IAAF Competition Rules

Event or factor: High Jump

COMMENT

Insurance statistics of Australian Little Athletics show more injuries occur in this event than any other athletic activity.

Common practice

1. Inspect run-up for slipperiness.
2. Equipment should not be used by athletes for purposes other than high jump.
3. A minimum of three people should run the event
4. Landing mats are not ripped or torn, bar should not be cracked or split.
5. Sufficient mats are supplied to prevent athletes falling on the ground.
6. Multiple mats should be used in conjunction with a cover and secured.

Suggested practice

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 are checked regularly for serviceability.
3. Athletes should receive instruction and coaching in technique from a qualified jumps coach,

prior to participation in high jump.

4. Inspect all equipment prior to the start each competition. Report any damages to the Equipment Officer.
5. A minimum of three of four officials running the event.
6. Landing mats meet correct specifications for size and thickness.
7. In training, use of an elastic bar is encouraged.
8. Coaches have knowledge of code of practice, competition regulations and Centre regulations.
9. Officials have knowledge of competition rules and starting heights.
10. Parents have knowledge of Centre regulations.

Link

- Officials Handbook, IAAF Competition Rules

Event or factor: Javelin

Common practice

1. Javelin is an event for Under 11 athletes and older. Alternatives for younger athletes include, 'turbo jav' and 'vortex'
2. Correct weights must be used.
3. During the javelin events the area around the throwing sector must be kept clear. A minimum distance of 5 metres each side.
4. A minimum of four officials should run the event: chief, spiker, spotter and recorder/marshal.
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

1. Equipment must not be used without supervision.
2. Information stating correct weights for each age group is clearly displayed on the storage and transport boxes and the officials information.
3. Any area that a throw could land should be roped off.
4. During conduct of the event, the designated area is declared out-of-bounds to all but essential officials, coaches and javelin competitors.
5. If available, javelin should be conducted in a separate location to the rest of the events.
6. Athletes should be coached to avoid techniques that pose a threat to their safety and danger to others.
7. 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
8. During practice sessions the same safety standards must be applied as on days of competition.

Link

- Officials Handbook, Track and Field Marking Manual, IAAF Competition Rules.

Event or factor: Shot Put**Common practice**

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 must always be carried back to the throwing line, never thrown or rolled.
5. Athletes waiting for their turn must be 2 metres behind the putter.

Suggested practice

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 officials 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. A minimum of three officials run the event. A spiker, a recorder/marshal and a chief.

Link

- Officials Handbook, Track and Field Marking Manual, IAAF Competition Rules.

Event or factor: Discus**Common practice**

1. Officials stand outside the fixed/portable cage or net 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/net. Those waiting or watching should be 5 metres away from the cage/net, with no part of their body touching the cage/net.

Suggested practice

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/net 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 officials information.
5. Any area that a throw could land should be roped off.
6. A cage that extends beyond the circle (throwing area) should surround the thrower.

7. Netting is added to the inside of the cage to absorb most of the impact energy and to prevent possible rebounding of the discus.

Link

- Officials Handbook, Track and Field Marking Manual, IAAF Competition Rules.

Event or factor: Hurdles**Common practice**

Hurdles are set out in accordance with LAQ Competition regulations.

Suggested practice

1. Equipment must not be used without supervision
2. Under 6 and Under 7 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 running track is free of ruts, foreign objects and indentations prior to commencement of hurdles.
5. If competitors are using block assisted starts, ensure they have received at least basic training in the use of the apparatus.
6. Check all hurdles prior to competition for sharp or protruding edges. Ensure the slide mechanisms are functioning properly and 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 the event if grass is wet or affected by dew.

Link

- Officials Handbook, Coaching Manual

Event or factor: Sprints**Common practice**

Athletes are supervised while assembled in the starting area.

Suggested practice

1. Ensure running track is free of ruts, foreign objects and indentations prior to commencement.
2. Athletes to stretch and warm-up prior to event.
3. If competitors are using block assisted starts ensure they have received at least basic training in the use of the apparatus.

Link

- Coaching Manual, Officials Manual, IAAF Competition Rules

Event or factor: Distance Events**Common practice**

Athletes are supervised while assembled in the starting area.

Suggested practice

1. Distance events should be scheduled in the cooler part of the day.
2. Age group marshals 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 a walk-run-walk technique and stress that participation is more important than competition.
4. Encourage all athletes to keep hydrated before any distance event, irrespective of weather conditions.
5. Athletes to stretch and warm-up prior to event.
6. Encourage athletes to drink more fluid after the completion of the event.
7. 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.
8. Coaches have knowledge of code of practice, competition regulation (including walks technique), and Centre regulations.
9. Officials have knowledge of competition rules (including walks).

Link

- LAQ Hydration policy, Officials Manual, IAAF Competition Rules, Coaching Manual

Event or factor: Hearing Protection - Starting**Required practice**

To reduce the incidence of noise induced hearing loss, standards limiting the level of noise an individuals unprotected ears can be exposed to, have been set under the Work Health and Safety Act 2011. All hearing protection devices should comply with the Australian Standard 1270-1988.

Common practice

All starters wear hearing protection.

Suggested practice

1. All starters should be provided with hearing protection devices with a minimum SLC80 rating Class 4.
2. All starters must wear hearing protection devices when firing their starting pistol.
3. Spectators, officials and athletes are kept as far away as is practicable from the starter during races, at least 5 metres should be enforced.
4. People who are within this exclusion area should also be provided with hearing protection.

Link

- Officials Handbook.

Event or factor: Starting Pistol and Caps**Required practice**

Most starting pistols are exempt under firearms regulations. Any non-prohibited person may carry and use a starting pistol. The starting pistol must, however, be stored in a locked cabinet.

Suggested practice

1. All caps are to remain in the original packaging, except for a minimum quantity for immediate use.
2. No more than 10 caps are to be removed from the original packaging at any one time.
3. When removing caps from the original packet, care is to be taken to ensure no sharp objects come into contact with the caps. This includes fingernails, keys, pens etc.
4. If a strip of 10 caps is removed from the original packaging, then the paper sheet from the original packaging must be placed between any cap surface that may rub together.
5. Any caps removed from the original packaging and not placed in the starting pistol, must be placed in either an empty cap packet or a dedicated non-metallic container; such as a pouch worn around the waist.
6. Under NO circumstances are individual caps to be stored other than in original packaging. If stored individually then ensure separating paper is between all cap surfaces.
7. When loading caps into the starting pistol, do not use any sharp hard material, to push the caps into place. Use only the pad area of your finger.
8. Keep naked flame away from any storage of caps.
9. Keep pistol and caps away from children and store in a safe place.
10. Do not store a loaded pistol.

11. All unused or misfired caps are to be disposed of in a safe manner.
12. Starters should undertake a Course in Starting.
13. No person under the age of 18 is to be in the position of starter or recaller. i.e. those positions, which require the officials to hold a starting pistol.

Link

- Officials Handbook.

Event or factor: General Equipment Maintenance**Suggested practice**

1. Regular maintenance of Centre equipment will ensure a longer life. Report all breakages, cracks in equipment and wear.
2. Monitor older items more closely.
3. Equipment should be cleaned regularly and dried down on wet or dewy days.
4. High jump mats should be checked for rips and repaired immediately.
5. Stopwatches should be serviced annually.
6. Hurdles and finish posts should be re-painted annually to preserve their usage.
7. Have a plan in place to be able to afford to repair broken equipment, or buy replacement equipment where necessary.

Environmental Conditions

Event or factor: Twilight meetings

Suggested practice

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.

Event or factor: Cold weather

Suggested practice

1. Extended time between activities should be avoided. Long breaks between events or exercise means young bodies can cool down, increasing the likelihood of muscle related injuries.
2. Athletes should be encouraged to keep warm and wear adequate clothing.
3. If there has been an extended period of no activity, athletes should warm-up and stretch again.

Event or factor: Warm Weather - Sun and Heat Exposure

Required practice

All Centres must abide by LAQ's Uniform and Sunsafe Policies.

Common practice

1. Sunscreen is promoted and provided by the Centre. All members including athletes, coaches, officials and spectators are encouraged to apply sunscreen to exposed body parts.
2. Athletes and officials are encouraged to drink before they arrive at competition and to drink fluids regularly. Thirst is NOT an adequate indicator of the need for fluid. Water is the best fluid replacement.
3. All members should be encouraged to continuously replace fluids.
4. Access to fresh drinking water is freely available.
5. Centres maximise use of natural shade provided from buildings, trees and other structures.
6. Hats and Sunsafe Clothing must be worn by all Athletes.

Suggested practice

1. Where possible, events and training times should be scheduled outside the hours of 10am and 2pm.
2. Centres promote the Sunsafe Policy to members, and encourage the wearing of hats and sunglasses where practical. Also encourage coaches, officials, parents and spectators to wear collared shirts.
3. Centre Canteens should make water and sunscreen available for sale, if it is not provided to athletes free of charge.
4. Officials should act as Sunsmart role models.
5. Where natural shade does not exist, Centres provide portable shade structures for use by athletes and officials.
6. Programmes, newsletters and public announcements are used to promote sunsafe behaviour.

7. Officials should be aware of the symptoms of heat illness and continually monitor athletes for signs of heat illness.

Link

- LAQ Hydration, Sunsafe and Uniform Policies

Event or factor: Bad Weather and Lighting**Common practice**

1. Do not train or compete during a thunderstorm
2. If you hear thunder 10 seconds after a lightning flash, it is only about 3km away. Take shelter in a solid building or hardtop vehicle. Avoid small open structures or fabric tents. Never shelter under small groups of (or single) trees.
3. In a thunderstorm, stay away from metal poles and fences.
4. In wet and cold conditions:
 - 4.1 Avoid standing exposed for long periods
 - 4.2 Wet clothing should be changed as soon as practical
 - 4.3 Wear appropriate clothing
 - Dress in layers to trap the heat and prevent heat loss
 - Add or remove layers of clothing as necessary
 - Wear hat and gloves to reduce the amount of heat lost.

Suggested practice

1. Temporary postponement of the event or practice is required when lightning is within 5km of venue, until the weather clears. If you hear thunder 15 seconds after seeing a lightning flash, then lightning is approx 5km away.
2. In wet and cold conditions allow athletes to dress for the occasion.
3. In wet conditions, it may be necessary to postpone/cancel certain events, for example high jump, long jump, triple jump and hurdles due to slippery run-up and track conditions.
4. Avoid using telephones during a thunderstorm. If you must use the phone during a thunderstorm, then reduce the risk by:
 - 4.1 Keeping the call brief
 - 4.2 Not touching electric appliances, concrete walls, or metal objects
 - 4.3 Not standing in bare feet on uncovered concrete floors

Personal Safety

Event or factor: Personal Safety

Required Practice

1. Persons over the age of 18 who are not the parent or guardian of children competing at a Centre, Association Event or training session, but are volunteering their time must have a Suitability Card for Child Related Employment, issued by the Commission for Children and Young People.
2. LAQ has a Zero Tolerance Policy which, among other things, covers personal safety.

Suggested practice

1. All Centre members should have a Suitability Card.
2. Parents should attend competitions and training sessions.
3. If parents are unable to be at an event, they should meet their children inside the athletics area.
4. Children should go to the toilet in pairs.
5. Athletes should be encouraged never to go with someone they do not know.
6. Little Athletes should be encouraged to tell someone if they feel unsafe or unsure with a person or situation.
7. Centre Manager should report anything of concern to the local police.
8. Centres should promote personal safety in Programmes and newsletters.
9. Centre should be aware of LAQ's Zero Tolerance Policy for all members and enforce it where appropriate.

Links

- LAQ Zero Tolerance Policy, www.childcomm.qld.gov.au

Event or factor: Transporting Athletes in Private Cars

COMMENTS

This procedure refers to athlete transportation organised by the Centre. e.g. car-pooling to a carnival.

Required practice

1. The driver(s) must have a current driver license relevant to the vehicle being driven (e.g. a driver of a bus over 12 seats must have a light rigid licence).
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

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). (Example listed below)
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.

Suggested Consent Form

Child's Name: _____

Address: _____

Age: _____

Home telephone number: _____

Emergency contact number: _____

I, _____, parent or legal guardian of the above mentioned

child, give permission for my son/daughter to travel to _____ with

_____ in their private motor vehicle, on _____ (date).

Name of parent or legal guardian: _____

Signature: _____

Date: _____

Event or factor: Footwear**Required practice**

Centre members must wear shoes at all times, as per the Association By-laws

Common practice

1. Athletes should wear suitable shoes as foot covering.
2. Spikes are permitted for Under 11 - Under 15 athletes
3. Maximum spike lengths are:
 - 3.1 Synthetic surfaces - 7mm or less (please note grass spikes are not permitted on synthetic surfaces).
 - 3.2 Non-synthetic surface - 12mm or less.
- 4 In age groups where spikes are not permitted, wearing spike shoes with the actual spikes removed, or similar footwear, is not permitted.
- 5 When spikes are worn in an event, they must be carried onto the track, then put on. When the event is concluded spikes must be taken off before leaving the track.

Suggested practice

Centres should educate parents and athletes on appropriate shoes to wear. Appropriate shoes should:

- Be of good quality (this does not necessarily mean expensive)
- Fit the foot type, offer stability and be able to absorb shock.
- Ensure the shoe is compatible to the athletes foot (local shoe stores or podiatrists should be able to suggest which shoe is most compatible).
- If shoes tend to wear on one side or the other this could be an indication of a foot problem and a podiatrist or sports medicine specialist may need to be consulted to prevent a possible injury.

Link

- Competition Handbook, Association By-laws (LAQ spike rules)

Event or factor: Lifting and Manual Handling**Suggested practice**

1. Before beginning, assess whether you are capable of lifting, pushing or pulling the equipment safely.
2. If the load is beyond your capabilities, seek assistance, reduce the load; or use an aid such as a trolley.
3. Safe lifting includes
 - 3.1 Standing close to the load
 - 3.2 Keep your back as straight as possible, but not upright, bend your knees and hips and take a firm grip of the load.
 - 3.3 Hold the load close to your body
 - 3.4 Use a slow, smooth action through out the lift.
 - 3.5 Turn with your feet, avoid twisting your back.
 - 3.6 Remember, take the same care when putting the load down.
4. Safe pushing or pulling includes

- 4.1 Make sure you have a good grip with your hands and firm footing.
- 4.2 Keep your back as straight as possible, use your legs to apply force
- 4.3 Where possible, push rather than pull, as this is less stressful.
5. When lifting as a team, select a leader who should give the command to lift. If you lose your grip tell the leader, stop and start again.
6. High jump mats should be lifted by four or more adults.
7. Carry only 1 to 4 hurdles at a time.
8. When shovelling, place one foot in front of the other, keep your back straight, bend at the hips and knees and use your legs to lift the load. Take small shovel loads, use your feet to turn and use an appropriate size shovel.

Emergency Management Plan

Centres try to prevent injuries through risk management, it is also important to consider what needs to be done in the event of an injury. Each Centre should have a prepared Emergency Management Plan.

Event or factor: First Aid

Common practice

1. Centres have a first aid kit to meet their needs. These kits include ice packs, bandages and wound dressings.
2. Centres have a designated first aid person.

Suggested practice

1. It is recommended that Centres have a trained first aid person available.
2. Centres have a first aid area equipped with the following:
 - 2.1 Container for disposal of medical items used in first aid
 - 2.2 Soap and nail brush
 - 2.3 First aid kit container (solid, sturdy and dust proof). Clearly identified with a green cross on a white background. Not locked and transportable.

Event or factor: Bloodborne Infection

Suggested practice

1. If bleeding occurs during competition or practice, the wound should be covered with a closed to the air dressing (occlusive) as soon as possible.
2. Clothing or equipment covered in blood is changed, before the athlete returns to competition.
3. Disposable gloves are available and always worn by a person working with bodily fluids. Gloves are never reused.
4. Mouth pieces, resuscitation bags, or other ventilation devices are in the fist aid kit and available for use.
5. If athlete is able to continue competing, dressings should be suitable to withstand the demands of competition.
6. Coaches, athletes and officials cover their own wounds with occlusive dressing prior to the event.
7. A person with a current first aid certificate is in attendance.
8. Members and athletes report bleeding injuries as soon as possible.
9. Hand washing facilities are available.
10. Coaches and officials are aware of basic first aid and infection prevention.
11. 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 councils should provide safety containers and a means of proper disposal of biohazard items.
12. If blood gets on the skin, wash well with soap and water.
13. 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 bleach solution. Bleach is a poison and proper care should be taken when using it, always wear gloves, do not let it touch unexposed skin.

The Emergency Management Plan

- will become part of the Centre Safety 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
- opening gates, directing emergency vehicle etc to the site of the accident.

Equipment that needs to be prepared, available and easily accessible.

- First aid kit
- Designated first aid room (if available), or area
- Registration forms and emergency telephone numbers of all athletes, coaches and officials
- A list of all relevant emergency numbers, posted prominently, describing where the closest telephone is and the appropriate money attached to the notice (if applicable)
- If access is via a gate/s, keys should be in a well known location.

Please refer to the 'Emergency Information' Form following

First Aid Kit

All Centres should have a Sports First Aid Kit, which at the very minimum should contain the following:

- First Aid Manual
- 1 x 25mm roll of hypo-allergenic tape
- 1 metre adhesive dressing strip
- Anti-irritant solution for bites & stings
- Antiseptic solution swabs (single use)
- Assorted roller bandages (50mm & 75mm)
- Assorted safety pins
- Band-aids
- Betadine swabs (single use)
- Cold pack/ice pack
- Disposable latex gloves
- Eye pads
- Kidney dish
- Large and medium sized sterile wound dressings
- Normal saline
- Pair of blunt/sharp ended scissors
- Roll of cotton wool
- Splinter remover
- Sterile combine dressings
- Sterile non-adherent dressings
- Sterile packets of tulle gauze dressing
- Sterile wipes (single use)
- Triangular bandages/sling
- Tubular-gauze finger dressing set
- Tweezers
- Various sized adhesive dressing strips

Children are sometimes allergic to various medical preparations, adhesive plasters and antiseptic solutions. These allergies should be listed on the Athletes Registration Form.

EMERGENCY INFORMATION

In an emergency, ring **000**

Other information

UBD 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	
Ambulance telephone number	
Hospital telephone number	
Doctor telephone number	
Dentist telephone number	
Fire brigade telephone number	
Location of registration forms and emergency telephone number for athletes, coaches and officials	

Insurance

The Little Athletics Queensland and all its affiliated Centres are covered by Insurance, including Accident and Injury Insurance, Professional and Products Liability, Directors and Officers Insurance, Travel Insurance and Money Insurance under the Australian Little Athletics Insurance Scheme. For further information relating to this Policy, refer to your Insurance Manual (located in the Administration Folder).

Injuries and Incidents

Every injury sustained or incident which occurs at Little Athletics, no matter how small, should be recorded on a Track and Field Injury Reporting Form, or Incident Report Form. (Refer to the next page).

A copy of these forms should be forwarded to the Association Office annually, these forms will be maintained by LAQ until the athlete turns 25 years of age.

Any injuries or accidents that may be subject to immediate claims through the Associations Insurance Policy, should be fully detailed on the Track and Field Injury Reporting Form or Incident Report Form. LAQ should also be notified as soon as practicable. The appropriate Insurance Claim forms will then be forwarded to your Centre for completion.

Track and Field Injury Reporting Form

Incident Form

To be used to record details of incidents

Date: _____

Person/s Involved: (Please complete as applicable i.e. Centre, Age, Position)

Name: (1) _____ (2) _____

Centre: (1) _____ (2) _____

Age: (1) _____ (2) _____

Position: (1) _____ (2) _____

Name: (3) _____ (4) _____

Centre: (3) _____ (4) _____

Age: (3) _____ (4) _____

Position: (3) _____ (4) _____

Details of Incident:
Other Relevant Information:

Witnessed by (name): _____ Phone: _____

Parent / Guardian Notified	Yes	No	N/A
Time / Date:			
LAQ Notified	Yes	No	N/A
Time / Date:			

Report completed by (name): _____ Phone: _____

FINANCIAL MANAGEMENT

A Centre is accountable and responsible to its members, and to its Association. The Centre must provide an Audited Financial Report to its members at the Annual General Meeting, and must forward a copy of the Report to the Association,

A treasurer's first responsibility is custodian of the Centre's funds, and these funds must be dealt with according to the Centre's Constitution and the wishes of Centre members. The treasurer must keep a proper record of where money comes from (so it can be shown that amounts have been banked to the Centre's credit), and a proper record of all payments (so it can be shown exactly where money was spent). Once the Centre's money has been banked, the trusteeship falls on the Committee. The Committee must review the accounts for payment and the general financial operations at each monthly Committee Management Meeting.

If you are involved with a new Centre, you may like to approach people with experience in finance to help you set up your financial records. A local bank manager or accountant may be sympathetic to your cause and be willing to assist you.

Budgeting

A budget is a projected estimate of your income and expenditure, usually for the next financial year.

There are two basic ways of working out an estimate: -

- comparing and adjusting;
- calculating.

Comparing involves looking at your own, or a similar Centre's, financial statements for the last year. Adjustments must then be made for inflation, expected increases in charges (eg. telephone, electricity), and any new programs proposed. This method can be supplemented by keeping trial records for one month to gauge regular program and competition income and costs. In translating the trial accounts to an annual budget, consideration needs to be given to likely fluctuations in income and expenditure.

Sometimes it is possible to calculate costs accurately. Quotes can be obtained for major projects or purchases, and suppliers of some services can give projected estimates for the year.

It will be necessary to determine the day to day running costs of competitions, training and other regular activities, as well as estimated income from these.

Once the budget has been established and agreed to by the committee, it should be used, not only by the Treasurer, but by the Committee to monitor the level of income and expenditure.

Recording

Transactions

i) Books of Record

The books which the treasurer maintains must include: -

- a) carbon duplicate receipt book
- b) a bank deposit book
- c) a cheque book
- d) vouchers in support of payments made
- e) a cash book
- f) a register of members (Registrar would normally maintain)

The following records may be required, depending on the nature and extent of activities: -

- g) petty cash book
- h) supplementary cash book (eg. canteen) and records
- i) register of asset and liabilities
- j) investment register

ii) **Receipts**

- A receipt must be issued for all monies received.
- Receipts must be issued at the time of receiving the money.
- Originals of cancelled receipts must be retained.
- Sometimes a lot of payments are made at once and it is impractical to write out receipts for each one (eg. at the door of a function). In this case, a supplementary cash record can be prepared where names and amounts are recorded and signed by the person collecting the money. One receipt is then issued for the total.
- All monies received should be banked intact. Under no circumstance should cash payments be made by deduction from monies received.
- All monies received must be banked on the next working day.
- Supplementary cash records must be signed by those responsible for collecting the money to confirm their accuracy.
- When one member collects cash from a particular activity and then hands to the Treasurer for banking, the member needs to be able to prove what amount he delivered to the Treasurer. For the protection of all parties, a receipt needs to be issued so that the Centre has reliable information about the income it receives from particular activities.

iii) **Payments**

a) **Cheques**

- With the exception of small payments, which can be made from a petty cash fund, all payments should be made by a separate cheque drawn on the Centre's banking account.
- Immediately a chequebook is received, each form should be stamped '*not negotiable*' and with the name of the organisation. Alternatively, banks will pre-stamp cheques with the words '*not negotiable*', upon request.
- **On no account should blank cheques be pre-signed.**
- At least two Centre members must be required to sign each cheque. Two members of the one family should not sign cheques together.
- Rules of many organisations require that all payments must be authorised by the committee, so a list of the individual amounts to be passed for payment should be prepared for the minutes of committee meetings.
- Where it is necessary to cancel a cheque, it should be marked accordingly and left in the chequebook.
- Sufficient detail should be shown on the cheque butt to identify payment to facilitate entry in the cash payment book.

b) **Payment Vouchers**

- Each cheque drawn must be supported by a voucher form or cheque authority.
- Supporting documentation consisting of invoices and possible statements from suppliers must be attached to the voucher. The documentation should never be removed from the voucher form after the cheque has been drawn.
- Invoices for goods supplied must be endorsed by the appropriate Centre officer to acknowledge receipt of the goods or services in a satisfactory condition. The

invoice/statement should then be cancelled so it cannot be resubmitted for payment.

- Have extraordinary payments (honorariums, donations, etc) specially authorised by a resolution of the committee or, if necessary, at a general meeting.
- Where necessary and unavoidable, a petty cash advance may be used for small payments, but disbursements from petty cash must also be supported by vouchers, invoices, statements and/or receipts.

c) **Cash Book**

For most small organisations, the cashbook is the principal or only book of account. It summarises the receipts and payments to provide the basis for financial reports to committee meetings, and the annual financial statement.

The book has two sections, one for receipts and one for payments. Suitable books, with varying numbers of columns are available from stationers. Eight columns for receipts and fifteen for payments should be adequate for most Centres. The book must be ruled off, added and balanced each month to give figures for the financial reports to the committee.

An example of the details required to be recorded in the cash book are as follows: -

<u>Receipts</u>	<u>Payments</u>
Registration fees	Registration fees to Assoc.
Uniform sales	Uniform purchases
Canteen sales	Canteen purchases
Raffle proceeds	Raffle prize purchases
Entry fees	Entry fees to Assoc
Donations	Equipment purchase
Sponsorships	Insurance levies
Sundry receipts (note details)	Sundry payments (note details)
Bank Interest	Bank charges

Cash Inwards/Receipts

This sheet is compiled from the duplicates of receipts issued and should be written up when bank deposits are made. Each receipt number should be entered in its proper sequence. If a receipt is cancelled, the number should still be entered and the word 'cancelled' shown against it with a dash in the money column.

Cash Outwards/Payments

This is compiled from cheques drawn, and, like cash inwards, the total of the items columns will equal the total of the bank column. Write up the cash inward book at least weekly preparatory to preparing the bank account. Write up the cash outward book at least monthly as a record from which the treasurer's statement to the committee meeting will be prepared.

Carry out reconciliation with the bank statement monthly.

iv) **Petty Cash Book**

The petty cash book is filled out in the same way as the cashbook. Each column is headed up with items commonly paid out as petty cash.

The best way to handle payments made in cash is to draw a float a little bigger than the amount of cash needed between trips to the bank, and keep this float in a tin. Petty Cash is then paid out on receipt of a voucher. Receipts should be stapled to the voucher. When you go to the bank, cash a cheque made out to petty cash equal to the amount of petty cash paid out for that period. When you write that cheque into the cashbook, list it as petty cash (usually under sundries).

The petty cash vouchers for that time become the voucher for your cheque.

v) **Bank Statements & Reconciliation**

A bank statement is prepared by your bank at regular intervals, usually at the end of each month, to check the bank's records against your own cashbook. These two balances may not always agree, as not all transactions are recorded at the same time. For example, a cheque paid out is entered in the cash book on the day it is paid, but does not appear on the bank statement until it has been presented for payment.

Entries originating from the bank statement - bank charges and bank interest - must be entered into the cash outward book or cash inward book (in the case of interest) at the time of the reconciliation, by inserting them in the 'bank' column and dissecting them to the relevant analysis column (bank charges or sundries).

Register of Assets & Liabilities

Most Centres possess some durable assets such as sports equipment, stock of sporting material, canteen equipment etc., which must be scheduled in this Register. The register assists in the preparation of financial statements and also of insurance schedules.

Liabilities, in the form of loans, must also be recorded in this Register and cancelled when final payment is effected.

Financial Reports

i) **Committee Meeting Reports**

Meetings should be held regularly (at least monthly during the season) to enable the committee to follow up the prompt payment of accounts received and prompt banking of monies received.

The written Treasurer's report at each meeting should detail income and expenditure since the last meeting - copy available to all members.

The Treasurer should present the vouchers for expenditure for authorisation at the meeting, together with the most recent bank statement.

The committee should inspect the vouchers and the bank statement and actually minute in the following manner "resolved that the Treasurer's Report showing income of \$....., expenditure of \$..... be accepted. Cheque Nos. 1234 - 1249 totalling \$..... are hereby authorised."

ii) **Annual Report**

Statement of income and expenditure and balance sheet: Most Centres publish a statement of income and expenditure and balance sheet as the principal financial report to be adopted by their members. This shows the profitability or financial achievement of the year's activities, as well as the net worth of the Centre.

The report is based on the receipts and the payments, which have been summarised in the cashbooks. A balance sheet is a statement of what the organisation owns and what it owes, the difference being the 'net worth' or 'accumulated funds'.

- *Statement of assets & liabilities:*

Even though a conventional balance sheet may not be prepared, the members should be provided with a statement of the Centre's affairs. This will list the assets segregated into general categories, showing a reasonable value for each item. The liabilities should also be listed in categories, and when deducted from the total assets will show the net worth of the organisation.

- *Certification:* Irrespective of the form, the annual financial statements are presented to members, the treasurer has responsibility for their correctness. He or

Insurance

Through LAA, Centre members and personnel are covered for personal accident and public liability insurance. This insurance policy **does not** extend to Centre property, equipment etc. LAA Insurance Brokers (WILLIS Pty Ltd) do offer such insurance cover, however, it is each Centres responsibility to obtain this coverage. Alternatively any leading insurance company can provide the equivalent cover.

It is the responsibility of the Treasurer to obtain, and renew annually, a policy providing appropriate cover for the Centres needs.

THE EQUITY POLICY

The mission of the Little Athletics Queensland Inc. (LAQ) and its Centres, in respect to equity, is to guarantee all children and adults have access to a complete range of participation, training and competition opportunities, and to ensure equity in all aspects of athletics, including the provisions of rewards and incentives, coaching, officiating and administration.

In this respect, LAQ recognises seven equity areas. These are:

- Gender
- Disabilities
- Older Adults
- Aboriginals and Torres Strait Islanders
- Non-English Speakers
- Employment Status
- Isolated Communities

PERSONAL PROTECTION AND INTERVENTION POLICY

The Little Athletics Queensland Inc. (LAQ) is firmly committed to a coordinated and comprehensive approach to promote the protection of children and adults. In accordance with the principles contained in the Commission for Children and Young People Act 2000

To promote and protect the rights, interests and wellbeing of children in Queensland.

- a) every child is a valued member of society
- b) in decisions involving the child -
 - i) the best interest of the child are the paramount concern; and
 - ii) the child's views and wishes should be taken into account in a way that has regard to the child's age and maturity;
- c) every child is entitled -
 - i) to be treated in a way that respects the child's dignity and privacy; and
 - ii) to be cared for in a way that protects the child from harm and promotes the child's wellbeing; and
 - iii) to express the child's concerns and grievances and to have them dealt with in a way that is fair and timely and promotes the child's participation; and
 - iv) to receive information and help to enable the child to exercise the child's entitlement; and
 - v) To have the services necessary to meet the child's needs
- d) the family has the primary responsibility for the upbringing and development of its children, and should be supported in that role.

LAQ aims to promote a safe environment for all children and adults and to recognise and notify suspected child abuse and neglect.

LAQ is committed to the belief that all children have a right to feel safe at all times.

PERSONAL PROTECTION AND INTERVENTION CODE OF CONDUCT

For Adults:

1. Adults in the Little Athletics Queensland Inc. respect the dignity of themselves and others.
2. Adults in the Little Athletics Queensland Inc. demonstrate a high degree of individual responsibility, recognising that at all times their words and actions are an example to both adult and child members of the Association.
3. Adults in the Association do not use the Association to promote their own beliefs, behaviours or practices, where these are not compatible with the Association policies.
4. Adults in the Association act with consideration and good judgement in all interpersonal relationships.
5. Adults in the Association avoid unaccompanied and unobserved activities with child members, wherever possible.
6. Adults in the Association, for their own protection, should avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance whilst supervising and/or accompanying child members. It is recognised that in certain circumstances it may be necessary for an adult, whilst acting responsibly and exercising their “duty of care”, to be alone with a child member.
7. Adults in the Little Athletics Queensland Inc. accept that bullying, physical or verbal abuse, neglect or any other type of abuse is unacceptable conduct by any adult within the Association.
8. Adult members have a responsibility to report concerns about child abuse.

ADULT MEMBER RIGHTS

Adult members of the Little Athletics Queensland Inc. have the right to:

- Ongoing training and information on all aspects of child protection
- Support in the reporting of suspicions of child abuse
- Access to support agencies
- Fair and equitable treatment from the Association
- Be protected from abuse by child members
- Be protected from abuse by other adult members and parents

ADULT MEMBER RESPONSIBILITIES

Adult members of the Little Athletics Queensland are responsible for:

- Working as a team to ensure the safety of child members in their care
- Using appropriate child behaviour management
- Listening and responding to child members' statements concerning alleged abuse
- Ensuring the rights and responsibilities of child members are enforced
- Reporting suspicions of child abuse to their Centre Manager, the Chief Executive Officer of the Association or his/her Delegate and the Police.
- Not abusing child members physically, emotionally or sexually
- Only disclosing sensitive information to proper authorities if relevant and appropriate

CHILD MEMBERS RIGHTS

Child members of the Little Athletics Queensland have the right to:

- Be protected from abuse by adult members
- Be safe
- Be listened to
- Be respected
- Be protected from abuse by other child members
- Be referred to appropriate professional help if needed

LITTLE ATHLETICS QUEENSLAND INC. RIGHTS

The Little Athletics Queensland has the right to:

- Expect all adult members to comply with its Personal Protection and Intervention Policy
- Expect all child members to keep within the bounds of accepted community standards of behaviour
- Take appropriate action if members contravene its Personal Protection and Intervention Policy
- Expect that adult members will not abuse child members physically, emotionally or sexually
- Take appropriate action in the event of malicious accusations
- Ensure all members, where required by law, obtain a 'Suitability Card for Child Related Employment', issued by the Commission for Children and Young People.

LITTLE ATHLETICS QUEENSLAND RESPONSIBILITIES

The Little Athletics Queensland is responsible for:

- Providing maximum safety to all child members
- Widely promoting the Personal Protection and Intervention Policy to members and the wider community
- Designating an Officer to co-ordinate and oversee all aspects of member protection and Code of Conduct within the Association
- Encouraging open discussion on child protection issues
- Providing support to members who report suspicions of child abuse
- Treating information of suspected child abuse with confidentiality and disclosing information only to those who need to know
- Making every effort to identify potential abusers via police

- Ensuring all staff, whether paid, voluntary, permanent or casual are aware of the indicators of child abuse and neglect, their obligations to notify suspected child abuse and neglect and procedures for notification.

CHILD ABUSE

Child abuse can be any of the following:

- **Sexual Abuse:** Any sexual act or sexual threat imposed upon a child. Pressure, either physical or psychological, is always present in child sexual assault.
- **Neglect** occurs when a child is harmed because a parent/guardian or caregiver fails to provide the basic physical and emotional necessities of life.
- **Physical Abuse** refers to non-emotional injury to a child, generally caused by an adult who is responsible for that child.
- **Emotional Abuse** is behaviour by a parent or caregiver, which can destroy the confidence of the child causing significant emotional distress or hurt.

Commission for Children and Young People

The Commission for Children and Young People and Child Guardian Act (2000) requires people who work with children (under the age of 18), in certain categories of paid or voluntary employment, to undergo a criminal history check - the working with children check.

People who are found to be suitable by the Commission are issued with a 'Suitability Card' or 'Blue Card', which must be produced to work with Children in Queensland.

The 'Working with Children Check' aims to ensure only suitable people operate businesses, or work as employees or volunteers where they have regular contact with children or young people.

Persons over the age of 18, who do not have children competing at a Centre, Association Event or training session, but are volunteering their time, must have a Suitability Card for Child Related Employment, issued by the Commission for Children and Young People.

For further information on the 'Suitability Card' or the Commission for Children and Young People and Child Guardian, visit their website at: www.childcomm.qld.gov.au

