



Partners in Sports



Giving Hope. Improving Lives.



Sports
Safety

Sports SAFE Club Guide

Making sports safe for everyone.

A Sports Safe Singapore

The Singapore Sports Council (SSC) recognises that safety must be a fundamental component of a sporting culture and a prerequisite for every healthy lifestyle. Therefore, SSC has set a corporate goal of zero injuries, in the belief that all accidents are preventable. Emphasising the need for personal accountability, SSC also urges people to be responsible for the safety of others. SSC's first Sports Safety Division was formed in 2006 directly under the purview of the CEO's office. It is tasked to promote safety throughout Singapore's sporting community and to inculcate a safety-first mentality in the minds of every stakeholder. For more information, please visit <http://sportssafety.ssc.gov.sg>

Acknowledgements

The Singapore Sports Council (SSC) would like to thank and acknowledge the organisations and individuals who have contributed to the content of this guide. The feedback and suggestions greatly improved the final delivery of this publication.



Think Safe. Play Safe. Stay Safe.

Another initiative by the Sports Safety Division, Singapore Sports Council

CONTENTS

Introduction.....	2
Safety Plan.....	3
A small investment for a rich future	
Approach.....	5
Step-by-step plan for sports safety	
Fostering and Promoting.....	7
A sports safety culture	
Essential Checklist.....	8
For safety	

Disclaimers

The information contained in this publication is not intended to be professional advice. SSC, the content contributors and the distributors of this publication will not bear any responsibility for any action taken or any reliance placed as a result of reading any part or all of the information provided in this publication, or for any error, flaw or deficiency in or any omission from the information provided. SSC and its partners make no warranty of non-infringement, reliability or fitness for any particular purpose, or warranty of any kind, express or implied, in relation to the information provided in this publication. Readers shall use it with discretion, and shall exercise care and diligence for their own and/or their charges' personal safety.

Copyright

SSC owns the rights to, or is permitted to reproduce, the information and materials provided in this publication. No part of this publication may be reproduced or copied for any commercial purposes without the prior written consent of SSC.

INTRODUCTION

SAFETY PLAN

A small investment for a rich future

How To Create A Safe Environment For Sports



- How to develop a safety plan – a small investment for a rich future.
- Foster and promote a safe sports culture.
- How to approach – step-by-step plan for sports safety.
- Essential checklist for safety.

Adopting a can-do attitude towards safety



This guide introduces some simple ways to assist sports clubs, organisations, organisers and others in developing and implementing sports safety practices. Every club has a responsibility to provide a safe environment for participants, players, coaches, officials and spectators.

Not only to reduce potential sports injury but also to meet the legal duties of care.

For your sports clubs, organisations, organisers and others to create a safe environment for members, you need to develop a plan.

Sports safety planning and implementation is not hard. It is common sense. It is not a one-off event but one of continuous improvements. Changes to personnel, playing rules, equipment and facilities may require the provision of ongoing education and training for all participants, players, coaches, officials and spectators.

Why Plan?

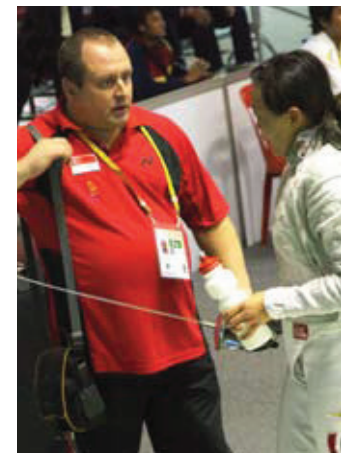
Sports should be safe and enjoyable. It can never be risk-free which is why good planning and sports safety management is necessary to prevent injuries. A nationwide commitment to safety in sports will lead to a safer sporting community.

Benefits For Your Organisation

Sports safety planning is about being aware, being prepared and being active in promoting a safe sports environment for players, coaches, officials and spectators.

The Benefits Are:

- fewer and less severe injuries
- lower insurance premiums
- satisfied members and increased membership
- well-educated members
- reassured parents
- positive marketing tool for the organisation
- responsible and coordinated approach to sports safety



SAFETY PLAN

A small investment for a rich future

How Do I Prepare A Safety Plan?

Accountability in relation to safety: You need to establish clear lines of accountability to deal with safety within your club, association or organisation. Safety policies and goals must also be clearly stated.

Hazard identification: You must establish systems to identify hazards. You will also need to document the methods of controlling every significant hazard identified.

Information, training and supervision: You must provide every person involved with information on all the hazards that they will be likely to be exposed to. They must also be adequately trained for the roles that they will be carrying out. They must further be well versed in the proper use of the equipment they will be using. Above all, until personnel are fully trained, they must be under supervision.

Equipment and maintenance: You must establish that equipment used meet acceptable standards. By developing planned inspections, maintenance and retirement procedures, equipment that is too old, faulty and damaged will not be used.

Accidents, incident reporting, recording and investigations: You must establish and maintain proper systematic accident and incident registers. At the same time, procedures have to be in place so that accidents and potential accidents are investigated. Procedures for reporting accidents with serious consequences must also be set-up.

Emergency procedures: You must ensure appropriate and documented emergency procedures are in place. Emergency equipment must be adequate and properly maintained. More importantly, your staff must be familiar with these procedures. One way to ensure this is by a system of constant reviews.

Trained first aid and life saving personnel with adequate life saving equipment must be available at all times. Procedures for applying and updating your plan regularly. Regular reviews of your plan by internal as well as external parties is essential.



APPROACH

Step-by-step plan for sports safety



1. Put Sports Safety On The Agenda

- At every committee meeting, raise sports safety matters.

2. Appoint A Sports Safety Coordinator Or Committee

- They will be responsible for overseeing the development and implementation of the sports safety plan.

3. Summarise Your Current Sports Safety Practices

- Compile an essential checklist (pages 8 and 9) to define your sports safety profile – stay updated on which sports safety practices are doing well and which areas need attention.

4. Identify Priority Areas

- Which aspects of sports safety require immediate attention to ensure reasonable participant safety?
- Consider the financial implications of your safety plans (for example the padding of all goal posts may require additional funds).

5. Seek Support

- Contact SSC or the National Sports Association for information on rules, regulations and codes of conduct for your area of sports.
- Keep in mind that your plans and policies have to be aligned with state and national safety guidelines.
- Failure to do so may, in the event of accidents, expose the organisation as negligent and not covered by insurance.

APPROACH

Step-by-step plan for sports safety

6. Check Current Insurance Policies

Do you have adequate coverage for:

- Personal accidents?
- Professional indemnity (covers the legal liability of coaches, trainers and officials)?
- Public liability (covers property damage and personal injury as a result of activities)?

Please seek advice from SSC and the National Sports Associations (NSAs) if you are unsure.

7. Who Is Responsible?

It is essential that everyone in your care is aware of their responsibility to provide a safe environment

For example:

- (i) **Players** should obey the rules, regulations and code of conduct of the sport.
- (ii) **Coaches** should provide advice on skill development, encourage fair play, safe warm-up, stretching and cool-down procedures.
- (iii) **Referees** should enforce the rules of the game and check the playing environment for obstacles or damage that might cause injury.
- (iv) **Sports trainers** should be responsible for injury prevention and immediate injury management.
- (v) **Parents** should be made aware of the club's safety policies. Duty statements or codes of conduct should be developed.

8. Budget For Safety

Allocate resources for developing, promoting and implementing sports safety initiatives in your annual budget.

These include:

- (i) Maintenance and replacement of equipment.
- (ii) Upgrades to the playing environment.
- (iii) Maintenance of sports first aid equipment.
- (iv) Sports first aid training and education for club personnel.
- (v) Accreditation and training for coaches and officials.

9. Keep Injury Records

- Record all injuries which arise in training and competition in a first aid treatment book or file.
- Review these records to determine the causes of injuries.
- Conduct an injury review to assess the effectiveness of sports safety practices.
- Injury records are necessary should litigation arise.
- Sample injury and record sheets are available from SSC.

10. Conduct an annual review

- Check progress against the priorities outlined in your plan.
- Present a safety report at the annual general meeting.
- Include the safety report in your annual report.

FOSTERING AND PROMOTING

a sports safety culture

Promote the benefits of sports safety and the need to coordinate sports safety planning to parents, players, coaches and participants.

Keep everybody aware of your organisation's progress in implementing sports safety practices with these measures:

- Display sports safety posters in and around the playing area, training site and office.
- Print sports safety tips and articles in your newsletters.
- Use notice boards and websites to promote your safety plan.
- Contact the local press about your safety initiatives.
- Announce your safety plans at functions, training, competitions and events.
- Print sports safety tips on collaterals whenever possible.
- Promote sports safety tips over the PA system at competitions and events.
- Include safety messages on letterheads and other materials.
- Run sports safety competitions – as quizzes or poster-design contests.
- Encourage senior athletes, coaches/trainers, referees, officials, committee members and parents to act as role models for sports safety.

Staying Sports Safe

- Keeping sports safety on the agenda is essential to ensuring that your organisation continues to provide participants with a safe playing environment. It also makes a statement about your ongoing commitment to reducing injuries.
- Constant change to the organisation's management without ongoing education could cause sports safety efforts to be 'put on the shelf'.
- To ensure that sports safety maintains a healthy profile in your organisation, it is important to develop a sports safety plan and an annual sports safety review.



ESSENTIAL CHECKLIST FOR SAFETY

	Yes	Partial	No
Are regular safety inspections of playing areas and equipment conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do new and existing members complete a pre-participation medical assessment form each year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are members aware of club policies regarding illness and medical conditions which may affect participation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the use of protective equipment promoted and mandatory for certain age groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Which protective equipment is mandatory at your clubs? _____			
What protective equipment is recommended but not mandatory? _____			
Are coaches and officials encouraged to attend approved education courses and to seek accreditation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your members have access to quality coaching and skill development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are warm-up, stretching and cool-down sessions promoted for all training and competition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is water/fluid provided for participants (especially during hot weather)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are correct fluid replacement practices actively promoted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are members given the opportunity to receive training in sports injury prevention and treatment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriately trained and accredited sports injury management personnel present at games and training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	Partial	No
Are sport first aid kits appropriately stocked and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your club have an appropriate first aid treatment area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all teams have immediate access to first aid equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your club have an emergency action plan for severe injuries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are injury records kept for your club members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of any existing policies, regulations, codes of conduct, rules etc. that your state/national body may already have in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For example on:			
infectious diseases			
head and spinal injury			
drugs in sport			
children in sport, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, do you implement these policies in your club?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your club have a safety budget for training, equipment etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a review/audit of safety procedures completed each year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your club have adequate insurance for player injury and club liability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your club have a written sport safety plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered YES to all questions, CONGRATULATIONS, your association/organisation has a sports safety plan and culture in place! But don't stop here, always be on a lookout for improvements.

If you answered NO or PARTIAL to any of these questions, then the tips in this Sport SAFE Club Guide will assist your association/organisation in becoming more SPORTS SAFE.

The above checklist is not exhaustive, but can be used as a guide to assess your safety practices. It could also be the basis of your annual sports safety review.

