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**Physical Activities Mandatory Procedures**

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Physical Activities Mandatory Procedures

This procedure must be read in conjunction with Physical Activities Policy

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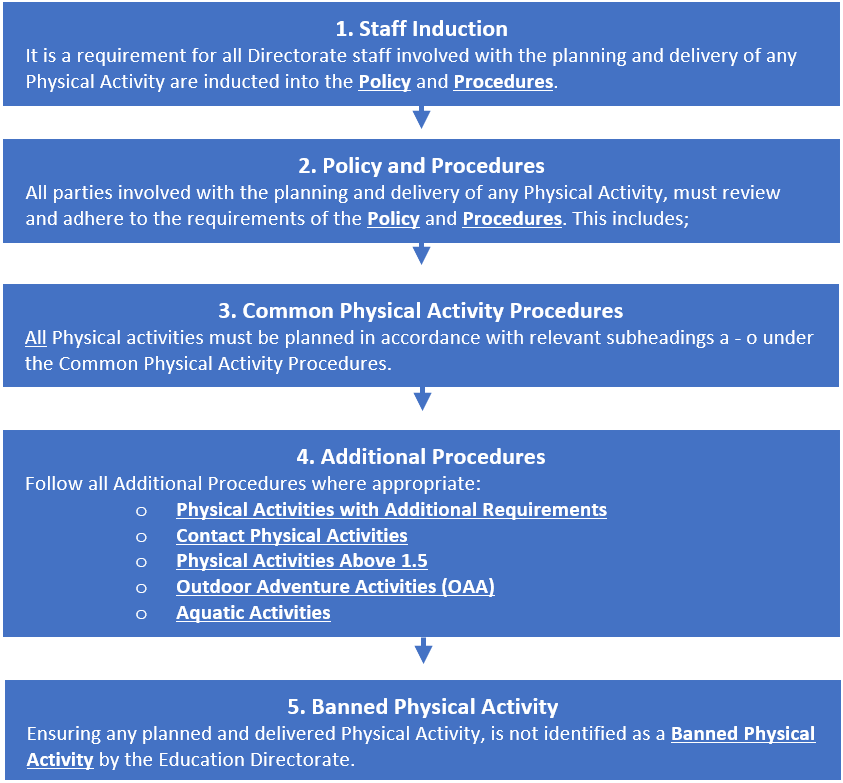
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1. Overview
   1. Physical Activities are structured learning experiences provided by, or under the support of the school, which may be conducted on or off the [school site](#SchoolSite). The following procedures outline the mandatory requirements for facilitating all [Physical Activities](#Physical_Activity) in schools.
2. Rationale
   1. The ACT Education Directorate recognises that Physical Activities form an important role in developing student wellbeing, supports curriculum delivery and contributes to a positive school culture. The Education Directorate is committed to the implementation of Physical Activities, whilst ensuring the utmost care in managing the health and safety of students, staff, and all involved. This procedure must be adhered to by all schools, [principals](#Principal), [teachers](#TiC), [external providers](#ExternalProvider), and all others involved in the planning and delivery of any Physical Activities.
   2. Consideration of the planning and delivery process as a whole, is critical to facilitating Physical Activities for students to reduce risk to and manage the safety and wellbeing of all involved. Consideration must be given to all steps in the process including qualifications, training, reconnaissance, planning, student capability and medical details along with documentation as required.
3. Definitions

* **Accompanying adults** includes teachers, school support staff, parents, leaders, and volunteers.
* **Banned Physical Activities:** Any Physical Activity that involves heights, speed (greater than foot propelled), impact, contact or inversions is banned unless listed as an approved [Physical Activity with Additional Requirements](#PA_Additional_requirements), [Contact](#contact_PA), or [Outdoor Adventure Activity](#OAA).
* **Contact Activity:** An activitywhere force and impact, governed by a set of rules, play a fundamental role in the delivery of the Physical Activity.
* **Duty of care:** a responsibility to, so far as is reasonably practicable, ensure the health, wellbeing and safety of persons who are under the school’s care and charge (including workers and volunteers) while participating in the Physical Activity.
* **Dynamic risk assessment:** a process of continually assessing newly identified or emerging risks and/or changes to previously identified risks, and the modification existing or introduction of new mitigation strategies to manage the risk.
* **External Provider:** An organisation or individual that the school has engaged to assist in the facilitation of a physical activity both onsite and/or offsite as part of an excursion. This external provider may be used to meet the qualification requirements to lead an activity where applicable.
* **Hazard:** a potential source of harm.
* **Moving Water:** Grade 1, river conditions with slow to medium flowing water with very small, regular waves or riffles. Relatively few obstacles, with an easy path to find and follow. Suitable for novices.
* **Parent:**is a person having parental responsibility for the child under [the Children and Young People Act 2008](http://www.legislation.act.gov.au/a/2008-19/default.asp) including a carer appointed under that Act.
* **Personal Protective Equipment (PPE):** Anything used or worn to minimise risk to health and safety.
* **Physical Activities:** are structured and planned learning activities involving movement that deliver skills, knowledge, understanding, fitness and/or personal and social capability as the primary pedagogy to achieve outcomes for students.
* **Principal:** Equivalent of School Leader A (SLA) in the [Enterprise Bargaining](https://www.education.act.gov.au/__data/assets/pdf_file/0004/1405750/ACTPS-Education-Directorate-Teaching-Staff-Enterprise-Agreement-2018-2022.pdf)[Agreement](https://www.education.act.gov.au/__data/assets/pdf_file/0004/1405750/ACTPS-Education-Directorate-Teaching-Staff-Enterprise-Agreement-2018-2022.pdf) and as referred to under the [Delegations](https://index.ed.act.edu.au/governance/delegations.html) function to approve excursions.
* **School Site:** Adocumented area, formally approved by the Executive Group Manager, Service Design and Delivery in consultation with Risk, Security and Emergency Management. School sites can include areas within or adjacent to the school, that do not require a road to be crossed and are regularly serviced by the ACT Government. Playground equipment not managed by schools and nature reserves would be considered off site. The Approved School Sites documented area can be found [here](https://actedu.sharepoint.com/sites/Intranet-Education/Shared%20Documents/Approved%20School%20Sites%20for%20the%20Purpose%20of%20Excursions.pdf)
* **Teacher in Charge:** Equivalent of Classroom Teacher (or above) in the [Enterprise BargainingAgreement](https://www.education.act.gov.au/__data/assets/pdf_file/0004/1405750/ACTPS-Education-Directorate-Teaching-Staff-Enterprise-Agreement-2018-2022.pdf) and refers to the teacher (or above) nominated by the Principal to have ultimate responsibility and therefore authority for the duration of the excursion.
* **Trigger Points****:** A particular circumstance or situation that requires an immediate assessment of the current excursion that may result in a change to the planned activity.

1. Physical Activities Planning Flow Chart



1. Procedures
2. Induction (Policy and Procedures)

It is the *Education Directorate’s* responsibility to ensure that:

* All Directorate staff involved in or signing off Physical Activities are [inducted into the Policy and Procedures.](https://forms.gle/JpDHnhFRjn2GogvJ8)

1. The *Physical Activities Mandatory Procedures* specify the requirements for the planning and delivery of Physical Activities by schools. The *Physical Activities Mandatory Procedures* describes a set of [Common Physical Activity Procedures](#Common_Physical_Activity) which must be followed for the planning and delivery of **all Physical Activities** by schools. Additional requirements for specific activities are listed under the following three categories:

* [Physical Activities with Additional Requirements](#PA_Additional_requirements)
* [Contact Physical Activities](#PA_contact)
* [Outdoor Adventure Activities](#OAA)

1. Schools may engage in any Physical Activity not specifically identified in these procedures, provided they do not fall under the definition of a [Banned Physical Activity](#Banned_PA).
2. Please note that where a Physical Activity occurs off site, these procedures must be followed in addition to the [Excursions procedures](https://actedu.sharepoint.com/sites/Intranet-Education/SitePages/Organising-excursions.aspx).
3. Common Physical Activity Procedures

The following Common Procedures must be followed for all physical activities.

1. Workplace Health and Safety (WHS)

* It is the responsibility of all involved to ensure that they are complying with all relevant legislation available <https://www.legislation.act.gov.au/a/2011-35/>
* Schools must ensure WHS Legislation is followed for all people engaged in Physical Activities. These may include but are not limited to - working at heights, lifting, trailers, vehicles, and gas transport.
* Sun protection. See [Sun UV Protection Students Policy](https://www.education.act.gov.au/__data/assets/word_doc/0017/811412/SunUVProtectionStudentsPolicyP.docx).

1. Choice of Physical Activity

* Consideration of student age, maturity, specific needs, anticipated behaviours, and previous experiences are made to inform decisions including the Physical Activities delivered.
* Where Physical Activities are conducted off the [school site](#SchoolSite), the [Excursions](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/school-activities/excursions/excursions-policy) policy must be adhered to.

1. Programming of Physical Activity

* The Physical Activity must be planned to be progressive and sequential.
* Students must be provided with explicit instruction on pre-requisite skills, knowledge of the activity, rules, etiquette, and safety instruction prior to engagement.
* Grouping of students according to ability, strength and body size must occur where appropriate.

1. Reasonable Adjustments

* Where appropriate, planning and consultation with the student and their parents (when required) can support this process. For students with a disability, Individual Learning Plans which are collaboratively developed with school teams in consultation with the student (where appropriate), their parents and relevant support people can additionally assist to accommodate student’s needs whilst ensuring appropriate reasonable adjustments are made.
* Sport Australia’s, TREE principal (acronym) further outlines strategies to guide schools to make reasonable adjustments to ensure physical activities are inclusive of all students.
  + T = Teaching Style: Using a combination of strategies will help ensure communication is effective and appropriate. e.g. simple and concise instructions, use of visual aids, social stories, electronic communication/starting devices, demonstrations, and whistles.
  + R = Rules: Rules can be modified as needed, and then re-introduced as their skill levels increase or circumstance change.
  + E = Equipment: Using different sizes, shapes, colours, textures and/or weights of equipment in addition to PPE equipment where necessary. e.g. gloves, noise cancelling headphones and sunglasses to support students with touch, sound, and light sensitivities.
  + E = Environment: Varying the length, height, zones, floor, and seating/standing conditions of the area for participation.

1. Activities Above 1.5 Metres

For physical activities on the school site, where the entirety of the participants body is above 1.5 metres the following documentation is required.

* [Principal approval checklist](#PA_Principal_Approval),
* risk assessment (available to parents at the school),
* [information note to parents](#PA_Info_Parents),
* [documented authority from a parent including (permission note):](#PA_Permission)
  + the child’s name,
  + the date and time the child is to be involved in the Physical Activity,
  + a description of the proposed Physical Activity and any activity specific requirements,
  + location,
  + the anticipated number of staff members and any other adults who will accompany and supervise the children on the Physical Activity including the teacher in charge.

1. Aquatic Activities

* Any schools facilitating an activity(s) that involves an aquatic element, need to ensure that the [aquatic](#Aquatic) activity with additional procedures are followed.
* Any aquatic activity that is being facilitated as a carnival, or event that is larger than a class group size must follow the [Swimming and Water Park Aquatic Activities Policy.](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/school-activities/swimming-and-water-based-activities/swimming-water-park-aquatic-policy/swimming-and-water-park-aquatic-activities-policy)

1. Duty of Care

* Adherence to all Procedures must be followed to provide for the safety and wellbeing of staff, students, parents, and others participating in the Physical Activity. This must include the provision of first aid.
* The activity and qualifications of staff members combined with knowledge of the students and their specific needs must be considered when assessing the level of duty of care.
* As a minimum, there must be one registered teacher per class group maintaining [Duty of Care](#DutyofCare) whilst students are performing Common Physical Activities. Additional supervision ratios can be found in the activity specific procedures.
* Accompanying adults and external providers may be used to support Physical Activities and may contribute to supervision ratios.
* All points identified in the Procedures (including ratios) are designed to be implemented as minimum only and additional measures may need to be put in place as necessary.
* For school sport, there must be:
  + at least one registered teacher per class group, as per the Class Size Policy,
  + sufficient teachers to maintain supervision and control of all students at all times (as reflected in the excursion Risk Assessment), including players and spectators.

1. [Current Competence](#Physical_Activity)

* Where a Physical Activity requires the activity leader to hold qualifications, it is the leader’s responsibility to ensure that they maintain currency to be able to meet the assessment requirements of the qualification.

1. Contingency Plans

* Teachers must [dynamically risk manage](#Dynamic_RA) when facilitating Physical Activities.
* Teachers must enact any strategies consistent with their risk assessment in the event a [trigger point](#Trigger) is activated. The contingency plan must involve a similar Physical Activity that the teacher is familiar with and assessed as suitable.
* Any contingency plan must follow all procedures related to the alternate Physical Activity.
* For Contact Physical Activities, consent may be gained on the initial permission for a contingency plan which may include alternate dates.
* Where no suitable contingency is available, the activity must be postponed or cancelled.

1. Equipment

* All Physical Activities equipment must be used, sanitised, maintained, stored, and retired where appropriate in accordance with manufactures instructions.
* The activity leader is responsible for the safe management and supervision of all equipment used during the Physical Activity.
* Damaged equipment must be reported to the WHS Officer and appropriate action taken to prevent usage until repaired or replaced.
* PPE must be used where appropriate and must comply with manufacturers guidelines and relevant national standards, fit correctly and be under the conditions they are intended.
* Equipment is arranged with consideration of the number of participants, the intended movement patterns and its proximity to other equipment, objects, and fixtures

1. Participant Apparel

* Appropriate apparel and footwear must be worn by all participants prior to engaging in a Physical Activity.
* Where appropriate the following may include:
  + the removal of jewelry and other ornaments including belly and earrings,
  + the securing of long hair and eyewear,
  + the cutting or taping of long fingernails,
  + clothing and [PPE](#PPE) for safety and environmental conditions to suit the activity.

1. Venue

* The choice of venue must suit the ability of all participants to engage in the Physical Activity.
* The venue and surface must be fit for purpose. This includes:
  + mitigate any hazards including any environmental conditions,
  + has clearly defined boundaries with consideration to maintaining Duty of Care,
  + a suitable boundary run-off surrounding the activity to minimise hazards,
  + soft fall matting and padding where appropriate,
  + indoor venues must have adequate lighting and ventilation; lights must have approved protective coverings,
  + a surface that is deemed suitable for the Physical Activity.
* All Physical Activities must practise minimal impact on the environment.

1. Accompanying Adults/External Providers

* Non-teaching staff, non-Directorate adults and external providers, may be used to assist in meeting Directorate policy and procedures.

Accompanying Adults:

* All accompanying adults including external providers and non-teaching staff must comply with:
  + [Working with Children and Young People- Volunteers and Visitors (interim) Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/wellbeing/child-protection/working-with-children-and-young-people-volunteers-and-visitors-interim-policy); and
  + complete a [Medical Information and Consent](https://www.education.act.gov.au/publications_and_policies/implementation-documents/school-and-corporate-policies/school-activities/excursions/excursions-policy/attachment-4-medical-information-and-consent-form) form and [Volunteers Nomination form.](https://www.education.act.gov.au/__data/assets/word_doc/0006/810168/Working-With-Children-and-Young-People-Volunteers-Nomination-Form.docx)
* Primary responsibility for the duty of care of all accompanying adults and students remains with the [Teacher in Charge](#TiC).

External Providers:

* External Providers must comply with all relevant policy and procedures.
* The following also applies when Physical Activities are led by other Directorate staff (including Birrigai).
* The following must be documented:
  + A certificate of Currency demonstrating insurance cover of $20 million Public Liability Insurance for any one event. Not required if another ACT Government provider.
  + Documentation demonstrating compliance with [*Working with Vulnerable People (Background Checking) Act 2011.*](https://www.legislation.act.gov.au/View/a/2011-44/current/PDF/2011-44.PDF)
  + Risk assessments for all activities.
  + Documentation demonstrating compliance with any relevant qualification requirements.
* The use of an External Provider does not replace the school’s duty of care.

1. Artificial Structures in schools used for Physical Activities

* Any infrastructure being permanently installed in schools must be approved by [Infrastructure and Capital Works (ICW](https://www.directory.act.gov.au/ccExternal_5.1/webdir/cgi-bin/webdua.cgi?ea2_.&organizationalUnit&ou%3dINFRASTRUCTURE%20FINANCE%20AND%20CAPITAL%20WORKS%2cou%3dCOMMERCIAL%20SERVICES%20AND%20INFRASTRUCTURE%2cou%3dTREASURY%2cou%3dCHIEF%20MINISTER%5c%2c%20TREASURY%20AND%20ECONOMIC%20DEVELOPMENT%20DIRECTORATE%20-%20CMTEDD%2cou%3dACT%20GOVERNMENT%20DIRECTORATES%2co%3dAustralian%20Capital%20Territory%2cc%3dAU)).
* All structures used by schools for Physical Activities must comply with relevant standards as set out in AS 2316.1. <https://www.standards.org.au/standards-catalogue/sa-snz/publicsafety/sf-047/as--2316-dot-1-2009>
* [ICW](https://www.directory.act.gov.au/ccExternal_5.1/webdir/cgi-bin/webdua.cgi?ea2_.&organizationalUnit&ou%3dINFRASTRUCTURE%20FINANCE%20AND%20CAPITAL%20WORKS%2cou%3dCOMMERCIAL%20SERVICES%20AND%20INFRASTRUCTURE%2cou%3dTREASURY%2cou%3dCHIEF%20MINISTER%5c%2c%20TREASURY%20AND%20ECONOMIC%20DEVELOPMENT%20DIRECTORATE%20-%20CMTEDD%2cou%3dACT%20GOVERNMENT%20DIRECTORATES%2co%3dAustralian%20Capital%20Territory%2cc%3dAU) is responsible for the compliance of all artificial structures on school sites. This will also include quarterly inspections of all [Personal Protective Equipment](#PPE) (PPE) relating to Physical Activities using these structures e.g. Harnesses, helmets, ropes.
* Leaders must perform a thorough inspection of all structures and equipment prior to and during the activity as appropriate.
* Please contact [ICW](https://www.directory.act.gov.au/ccExternal_5.1/webdir/cgi-bin/webdua.cgi?ea2_.&organizationalUnit&ou%3dINFRASTRUCTURE%20FINANCE%20AND%20CAPITAL%20WORKS%2cou%3dCOMMERCIAL%20SERVICES%20AND%20INFRASTRUCTURE%2cou%3dTREASURY%2cou%3dCHIEF%20MINISTER%5c%2c%20TREASURY%20AND%20ECONOMIC%20DEVELOPMENT%20DIRECTORATE%20-%20CMTEDD%2cou%3dACT%20GOVERNMENT%20DIRECTORATES%2co%3dAustralian%20Capital%20Territory%2cc%3dAU) for current assessors.

1. Equipment Outdoor Adventure Activity (OAA) Specific

* All OAA equipment must be used, sanitised, maintained, stored, and discarded in accordance with manufactures instructions and leader qualifications.
* Recognised standards (IE, Australian Standards, UIAA, CEN) must be followed where they exist.
* All roping PPE must be purchased with the following to be provided to [ICW](https://actedu.sharepoint.com/sites/Intranet-Education/SitePages/Property-management.aspx):
  + batch numbers
  + serial numbers
  + instruction manuals
  + date of manufacture
* Hardware must have standards clearly marked in durable manner, e.g. 30 Kilo Newton and the International Climbing and Mountaineering Federation (UIAA), Engineer Notice (EN) or Civil Engineer (CV).
* Appropriate insurance, e.g. public liability, record keeping.
* Schools are responsible for maintaining purchasing records to assist [ICW](https://www.directory.act.gov.au/ccExternal_5.1/webdir/cgi-bin/webdua.cgi?ea2_.&organizationalUnit&ou%3dINFRASTRUCTURE%20FINANCE%20AND%20CAPITAL%20WORKS%2cou%3dCOMMERCIAL%20SERVICES%20AND%20INFRASTRUCTURE%2cou%3dTREASURY%2cou%3dCHIEF%20MINISTER%5c%2c%20TREASURY%20AND%20ECONOMIC%20DEVELOPMENT%20DIRECTORATE%20-%20CMTEDD%2cou%3dACT%20GOVERNMENT%20DIRECTORATES%2co%3dAustralian%20Capital%20Territory%2cc%3dAU) equipment logs.
* As part of scheduled [ICW](https://www.directory.act.gov.au/ccExternal_5.1/webdir/cgi-bin/webdua.cgi?ea2_.&organizationalUnit&ou%3dINFRASTRUCTURE%20FINANCE%20AND%20CAPITAL%20WORKS%2cou%3dCOMMERCIAL%20SERVICES%20AND%20INFRASTRUCTURE%2cou%3dTREASURY%2cou%3dCHIEF%20MINISTER%5c%2c%20TREASURY%20AND%20ECONOMIC%20DEVELOPMENT%20DIRECTORATE%20-%20CMTEDD%2cou%3dACT%20GOVERNMENT%20DIRECTORATES%2co%3dAustralian%20Capital%20Territory%2cc%3dAU) inspections, ICW will maintain logs of all roping PPE with:
  + Name
  + Manufacturer
  + Date of Manufacture
  + Date of Purchase
  + Record of batch number/serial number
  + Date of Retirement
  + Instruction / information manuals need to be kept and stored to inform discard criteria
  + Storage / care instructions.
* Where appropriate, schools should follow and incorporate the Australian Adventure Activity Standards (AAAS) into their practice.

1. Activity Lists

Activities appearing under each category are listed below. These activity lists will be regularly reviewed and updated.

Physical Activities with Additional Procedures

In addition to the common procedures, the following list of physical activities involve height, speed, or water. When delivered as per the activity specific Introduction, they require additional activity specific procedures to be adhered-to **in conjunction** with all [Common Physical Activity procedures](#Common_Physical_Activity).

* [Aquatic](#Aquatic)
* [Athletics](#Athletics)
* [Base/Soft/Tee-Ball](#Base)
* [Circus](#Circus)
* [Cricket including indoor](#Cricket)
* [Cultural](#Cultural)
* [Cycling (paved)](#Cycling)
* [Diving](#Diving)
* [Dragon Boating](#Dragon_boating)
* [Fitness](#Fitness)
* [Football/Futsal (soccer)](#Football)
* [Gaelic Football](#Gaelic_Football)
* [Goalball](#Goal)
* [Golf](#Golf)
* [Gymnastics](#Gymnastics)
* [Hockey](#Hockey)
* [Nature Play](#Nature_Play)
* [Obstacles](#Obstacle)
* [Roller Skates/Blades, Ice Skating, Skateboarding, Grass/Roller Skiing](#Roller_skate)
* [Rowing](#Rowing)
* [Squash](#Squash)/ Racquetball
* [Trampolining](#Trampolining)
* [Water Polo](#Waterp)
* [Weightlifting/ training](#Weight)

Contact-Physical Activities with Additional Procedures

The following activities involve force and impact, governed by a set of rules, that play a fundamental role in the delivery of the Physical Activity. When delivered as per the activity specific Introduction, they require additional activity specific procedures to be adhered-to **in conjunction** with all [Common Physical Activity procedures](#Common_Physical_Activity).

* [Australian Football (AFL)](#AFL)
* [Fencing](#Fencing)
* [Martial Arts/Defence training](#Martial_Arts)
* [Rugby League](#Rugby)/[Union](#Rugby)
* As these above activities involve contact, the leader must have:
  + Tertiary Physical Education Degree or,
  + Australian Qualification Framework (AQF) Certificate II in Sports Coaching or,
  + industry recognised qualification as specified under each Contact Physical Activity.
* The following documentation is required for any Contact Physical Activity conducted on the school site.
  + [Principal approval checklist](#Contact_PA_Approval_checklist),
  + risk assessment (available to parents at the school),
  + [information note to parents](#Contact_PA_information_for_parents),
  + [documented authority from a parent including](#Contact_PA_permission) (permission note):
    - the child’s name,
    - the date and time the child is to be involved in the Contact Physical Activity,
    - a description of the proposed Contact Physical Activity and any activity specific requirements,
    - location,
    - the anticipated number of staff members and any other adults who will accompany and supervise the children on the Contact Physical Activity including the teacher in charge.
* For Australian Football (AFL) and Rugby League/Union the following needs to be included in the parent authorisation.
  + I understand that mouth protection is mandatory in this activity.
  + I understand the Education Directorate recommends the use of headgear for this activity.

Outdoor Adventure Activities (OAA) with Additional Procedures

In addition to the common procedures, the following list of physical activities are considered by the Outdoor Council of Australia as outdoor adventure activities. The following when delivered as per the specific activity Introduction, require activity specific procedures to be adhered to in addition to all [Common Physical Activity procedures](#Common_Physical_Activity).

* [Abseiling](#Abseiling)
* [Alpine Skiing](#Alpine_skiing)
* [Archery](#Archery)
* [Base Camping and associated activities](#Base_camp)
* [Bouldering](#Bouldering)
* [Bushwalking](#Bushwalking)
* [Canoeing](#Canoe)
* [Canyoning](#Canyon)
* [Caving](#Caving)
* [Cross Country Skiing](#Cross_country_ski)
* [High and Low Ropes Courses](#Ropes_courses)
* [Horse Riding](#Horse_trekking)
* [Kayaking](#Kayaking)
* [Mountain Biking](#MTB)
* [Prusiking](#Prusik)
* [Rock Climbing](#Rock_climbing)
* [Sail Boarding](#Sail_Boarding)
* [Sailing – Small Boats, Dinghies and Catamarans](#Sailing)
* [SCUBA Diving](#SCUBA)
* [Sea Kayaking](#Sea_kayak)
* [Snorkelling](#Snorkel)
* [Snowboarding](#Snowboard)
* Stand Up Paddle boarding
* [Surf Craft Riding](#Surfing)
* [Water-skiing/ Wakeboarding](#Waterskiing)
* [White Water Rafting](#WW_rafting)

Banned Physical Activities

The policy also provides a list of [Banned Physical Activities](#Banned_PA).

Any Physical Activity that involves heights, speed (greater than foot propelled), impact, contact, inversions or may cause harm to animals is banned unless listed as an approved [Physical Activity with Additional Requirements](#PA_Additional_requirements), [Contact](#contact_PA), or [Outdoor Adventure Activity](#OAA).

Schools considering a Physical Activity that has elements of the banned definition must contact the Policy owner for written approval.

The following named activities, or activities which are closely associated with the activities below, are listed as banned Physical Activities and are not appropriate for schools. They are not to be undertaken:

* Animal Riding
* Black Water Rafting
* Cave Diving using SCUBA
* Clout Archery
* Combat involving striking/ breaking techniques
* Fire manipulation including fire breathing and fire eating
* Firearms
* Free Diving
* Gliding
* Head spins
* Hunting
* Hurling
* Ice Climbing
* Luge
* Motorised Activities
* Open Water Sail Boarding
* Paintball
* Skydiving
* Snow Tobogganing
* Use of other than purpose designed craft on white water (e.g. inner tubes).

1. Contact

For support contact the Universal School Support Branch on (02) 6205 9204 or [EDU.UniversalSchoolSupportUSS@act.gov.au](mailto:EDU.UniversalSchoolSupportUSS@act.gov.au).

1. Complaints

Any concerns about the application of this procedure or the procedure itself, should be raised with:

* the school principal in the first instance; then if required
* the Family, Students Complaints and Feedback team on (02) 6205 5429.
* online at <https://www.accesscanberra.act.gov.au/app/forms/etd_liaison_feedback> ;
* see also the [*Complaints Policy*](https://www.education.act.gov.au/publications_and_policies/corporate-policies/school-administration-and-management/complaints/complaints-policy) on the Directorate’s website: <https://www.education.act.gov.auReferences>

1. References

Related Policies.

* [Excursions Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/school-activities/excursions/excursions-policy)
* [First Aid Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/wellbeing/health/first-aid/First-Aid-Policy)
* [Hydrotherapy Pools - School Use Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/school-activities/swimming-and-water-based-activities/hydrotherapy-pools-policy/hydrotherapy-pools-school-use-policy)
* Physical Activities Policy
* [Responding to Student Accidents/Incidents: Support, Reporting and Insurance Arrangements Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/wellbeing/accidents-and-incidents/responding-to-student-accident-incidents-support-reporting-and-insurance-arrangements-policy)
* [Risk Management Framework](https://index.ed.act.edu.au/governance/risk-management.html)
* [Students with a Disability Meeting their Educational Needs Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/access-and-equity/disabilities/students-with-a-disability-meeting-their-educational-needs-policy)
* [Sun (UV) protection for Students](https://www.education.act.gov.au/__data/assets/word_doc/0017/811412/SunUVProtectionStudentsPolicyP.docx) Policy
* [Supervision of Students on School Sites Policy](file:///C:\Users\Michael%20reardon\Documents\Offline%20Records%20(CT)\Policy\Supervision%20of%20Students%20on%20School%20Sites%20Policy)
* [Swimming and Water Park Aquatic Activities Policy](https://www.education.act.gov.au/publications_and_policies/School-and-Corporate-Policies/school-activities/swimming-and-water-based-activities/swimming-water-park-aquatic-policy/swimming-and-water-park-aquatic-activities-policy)
* [Working with Children and Young People - Volunteers and Visitors (Interim) Policy](https://www.education.act.gov.au/publications_and_policies/corporate-policies/wellbeing/child-protection/working-with-children-and-young-people-volunteers-and-visitors-interim-policy)

Implementation Documents:

* [Contact Physical Activities Information for Parents](#Contact_PA_information_for_parents)
* [Contact Physical Activities Permission Note](#Contact_PA_permission)
* [Contact Physical Activities Approval Checklist](#Contact_PA_Approval_checklist)
* [Physical Activities Information for Parents](#PA_Info_Parents)
* [Physical Activities Permission Note](#PA_Permission)
* [Physical Activities Approval Checklist](#PA_Principal_Approval)

1. Physical Activities with Additional Procedures

In addition to the common procedures, the following list of physical activities involve height, speed, or water. When delivered as per the activity specific Introduction, they require additional activity specific procedures to be adhered-to **in conjunction** with all [Common Physical Activity procedures](#Common_Physical_Activity).

* [Aquatic](#Aquatic)
* [Athletics](#Athletics)
* [Base/Soft/Tee-Ball](#Base)
* [Circus](#Circus)
* [Cricket including indoor](#Cricket)
* [Cultural](#Cultural)
* [Cycling (paved)](#Cycling)
* [Diving](#Diving)
* [Dragon Boating](#Dragon_boating)
* [Fitness](#Fitness)
* [Football/Futsal (soccer)](#Football)
* [Gaelic Football](#Gaelic_Football)
* [Goalball](#Goal)
* [Golf](#Golf)
* [Gymnastics](#Gymnastics)
* [Hockey](#Hockey)
* [Nature Play](#Nature_Play)
* [Obstacles](#Obstacle)
* [Roller Skates/Blades, Ice Skating, Skateboarding, Grass/Roller Skiing](#Roller_skate)
* [Rowing](#Rowing)
* [Squash](#Squash)/ Racquetball
* [Trampolining](#Trampolining)
* [Water Polo](#Waterp)
* [Weightlifting/ training](#Weight)

Aquatic

Introduction:

The following relates to participation in Aquatics activities. This includes any activity in still water (e.g. dams, lakes, pools, rivers, and tidal inlets) or waters affected by surf in a depth above the participants thigh height. Aquatic activities in rivers with [moving water](#Moving_water) are banned unless the activity meets the requirements of the [white-water Canoeing](#Canoe), [Kayaking](#Kayaking), or [Rafting](#WW_rafting).

Leader Requirements:

Still water.

* SISCAQU002 Perform basic water rescues.

Waters affected by surf.

* SISORSC007 Perform basic surf rescues or,
* School Surfing Supervisor Award or,
* Surf Bronze Medallion.

Supervision:

Pools - 1: class group.

Still water - 1:15.

Waters affected by surf - 1:8.

Venue:

* The venue must be assessed thoroughly by the leader on arrival for:
  + boating activities in progress,
  + submerged hazards including logs, rock, snags, etc; and,
  + strong currents, depth, and temperature.

Additional Procedures:

* Each participant must be briefed about any hazards relating to the area of water in use and about basic water safety.
* Basic rescue aids should be on hand.
* A sound device must be on hand to get participants attention where necessary.
* The water must be thoroughly checked for depth and the presence of obstacles prior to diving or jumping.
* Special care is necessary in water that has submerged obstacles, low visibility, strong currents or is particularly cold. Individuals vary enormously in the length of time they can safely stay in cold water.
* Prior to participation in an unstructured aquatic activity all participants must complete the following proficiency test;
  + perform a slide-in-entry and walk through 5 metres of water with acceptable stability and coordination,
  + swim continuously for 25 metres using an action that resembles a stroke,
  + perform survival scull, float, or tread water for 1 minute in deep water,
  + call for help once within the minute,
  + exit water unassisted.
* Where participants don’t pass the proficiency test, there must be a minimum of two accompanying adults at each chosen venue, one in the water with participants and one not in the water as an observer.
* If a student is unable to complete the mandatory swimming requirements for a Physical Activity, schools may facilitate the student participating in the activity by (not limited to) implementing a range of the following reasonable adjustments;
  + student to wear a Personal Floatation Device (PFD),
  + increase supervision ratio’s based on teacher judgement of student abilities and appropriate rescue equipment available,
  + modify the choice of location (student could be in a different area or entry points to other participants),
  + student to be in a 2-person water craft with another leader or staff member.

Athletics

Introduction:

Athletics refers to a range of activities which involves Track, Cross Country, and Field.

Where Athletics activities are undertaken at the defined venues below or without equipment modifications the following procedures must be adhered to.

Leader Requirements:

Track: Nil.

Cross Country: Nil.

Field: Nil except;

* Hammer:
  + Level 2 Advanced Coach accreditation from Athletics Australia (for standing throws) or
  + Level 3 Advanced Coach accreditation from Athletics Australia (for throws involving turns).
* Pole Vault:
  + Level 2 advanced coach accreditation from Athletics Australia.

Supervision:

Track: - 1: class group.

Cross Country: -

* On school site - 1: class group.
* Off school site – 1: class group, with a minimum of 2 adults.

Field: 1: class group.

* Hammer: - 1:1 Note: 1 teacher can supervise this activity provided duty of care is maintained for all participants in the class.
* Pole Vault: - 1:1 Note: 1 teacher can supervise this activity provided duty of care is maintained for all participants in the class.

Venue:

* Track: purposed designed grass or artificial track.
* Cross Country: purposed defined open-air course over predominantly natural terrain.
* Field:
  + Throw events: purposed defined grass area with defined circles and runways, which may include protective cages or improvised barriers and spacing.
  + Jump events: purposed defined grass or artificial surface, with specific landing areas for the discipline undertaken.
* A minimum clearance surrounds each activity area that is inclusive of all boundary run-offs, runways, throwing and landing zones.

Additional Procedures:

Track:

* Refer to [International Association of Athletics Federation (IAAF)](https://www.worldathletics.org/library), and [Athletics Australia](https://www.athletics.com.au/Participate/Get-Involved/) for additional guidelines/codes of practice.
* Bare feet participation is not permitted.
* Finishing tapes must not be used.

Starting Pistols or Air Horns:

* Must only be used by leaders or other approved adults.
* PPE, including hearing protection, must be used for anyone within 5 metres of a starting pistol or air horn being used.
* Starter caps must;
  + be housed in a rigid container,
  + limit the quantity of caps to the immediate number needed,
  + ensure the starter pistols is only loaded when it is about to be used,
  + always carried in a rigid container, never loose in pocket or hand,
  + avoid friction; do not rub together,
  + not be used or carried by persons under 18.

Hurdles:

* Ensure hurdle weights, where used, are placed at the appropriate distance from the base of the upright for the height of the hurdle in preparation for competition, to provide pull-over resistance of no more than 4 kilograms.
* Hurdling must take place only in the direction for which the hurdles are designed.

Relays:

* Spikes must not be worn by participants when learning baton changing.

Cross Country: When selecting the course consider:

* + the type of surface and terrain over which the activity will take place,
  + duty of care at appropriately spaced stations on the course,
  + avoid water crossings,
  + access to a vehicle for emergency transport,
  + reliable communication at checkpoints.

Field: Throwing Events:

* All throwing events take place in one direction from a designated throwing zone.
* Left-handed throwers are placed on the left-hand side of the group.
* Ensure rotational throwing techniques are undertaken by only one individual at a time.
* The throwing zone area and approach/launch areas must be marked with highly visible markers.
* Provisions must be in place for safe transportation of equipment.
* Provisions must be in place for safe retrieval of thrown projectiles.
* Where required, ensure protective cages/barriers are used.
* Where no protective cage/barrier is available, ensure other participants are at least 10 metres behind the throwing zone, marked approach and delivery area.

Discus:

* Participants are spaced 5 metres apart for standing throw techniques.
* Participants must carry a thrown Discus and place it into a predetermined space.

Hammer:

* Only individual participation behind a protective cage/barrier is permitted.
* Participants must carry a thrown Hammer (by the handle) and place it into a predetermined space.

Javelin:

* Participants are spaced 5 metres apart.
* Running with the javelin is limited to when participants are preparing to throw.
* Javelins are carried by the grip and in a vertical position with tail up, except when the thrower has entered the specified approach area and is preparing to throw.
* Participants must compete the following when retrieving thrown javelins;
  + place one hand over the tail end of the javelin before attempting to pull it from the ground,
  + place one hand over the tip of the tail end when picking up a javelin lying flat on the ground (this hand must be kept in place until the tail end is raised above head height as the javelin is lifted into the vertical position),
  + retrieved javelins must be carried upright, with point down.

Shot Put:

* Participants are spaced 2 metres for standing throw and liner glide techniques.
* Participants must carry a thrown Shot and place it into a predetermined space.

Field: Jumping Events:

High Jump:

* The landing area consist of suitable matting.
* Matting is carried by hand at the side and not carried aloft on backs, shoulders, or heads.
* Bars are;
  + collapsible/elastic (introductory jumping),
  + fiberglass and circular in shape.
* The landing area must;
  + extend at least 2 metres behind the bar,
  + 1 metre past the stands at either end,
  + and be at least 25cm deep,
  + If participants are attempting the Fosbury Flop technique, 40cm of foam is required for the landing area.
* Gymnastics mats are unsuitable to be used as a direct landing surface but may be used, at a depth of 15 cm, around the end/back periphery of suitable high jump crash pads.
* Approach markers should be used to avoid landing off the mats,
* Fosbury Flop High Jump Technique is limited to participants aged 10 years and over.

Long/Triple Jump:

* Inspect (dig and rack) landing pits for any hazards prior to jumping.
* Rake landing pit after each jump to ensure a level landing surface.
* Take-off board is clearly visible, flat, and level with ground surface.
* All jumping takes place from one direction.
* Rakes, forks, and shovels must not be left unattended in or beside the jumping area.

Pole Vault:

* Only individual participation is permitted.
* Participants must carry used poles and place it into a predetermined space once their jump is complete.

Base/Soft/Tee-Ball

Introduction:

When facilitated under the following definition or modified versions involving similar elements the following applies.

Base/Soft/Tee-Ball are competitive team sports played between two teams on a diamond-shaped circuit of four bases. The objective of the offensive team (batting team) is to hit the hard ball into the field of play, allowing its players to run the bases, to score points or runs.

Leader Requirements:

* NIL.

Supervision:

* 1: class group.

Venue:

* A minimum of 10m clearance area outside the foul lines is provided.
* At an unfenced venue, a clearly defined safety zone with a minimum of 10 metres from either the 1st or 3rd base lines is provided.

Additional Procedures:

* PPE must include;
  + a glove for fielders,
  + a chest plate, leg protectors, helmet with face mask and throat protector and a genital protector for catchers,
  + two-eared helmets and genital protectors worn by all batters and baserunners,
  + ensure the umpire standing behind the catcher wears PPE as prescribed for the catcher; if not, the umpire must stand behind the pitcher.
* Position the batting team at least 10 metres back from either the first or third base lines and well clear of the catching area.
* Batters must not drop or throw the bat before running.
* The dropped bat (and tee if present) must be removed as soon as possible.
* Ensure the warm-up batter practises is confined to a designated area preferably 10 metres from the catcher.
* The ‘figure 4 slide’ technique is recommended for participants preferring to slide into bases; explicit instruction and training is required prior to execution.
* Sliding into first base is not permitted; first base must be overrun on a single hit.
* If bases are pegged, they must be pegged from beneath; bases which require pegs being secured through the centre of the base are not permitted.
* Bats without safety grips or which have been altered in any way must not be used.

Circus

Introduction:

Circus refers to a variety of activities which fall under the following disciplines:

Aerials: Circus acts performed in the air, on a suspended apparatus

Acrobatics: Circus acts involving individual or partner skills that require strength and dexterity, including body rotations, twists, flips, balances, jumps and turns.

Manipulations: Circus acts that involve the manipulation of objects through space.

Equilibristics: Circus acts that use balance or equilibrium as the core component.

These are classified into the following two groups.

* Fundamental: all Circus movements and activities that do not involve height (entire body above 3m), speed or impact as defined in the Banned activities definition; and,
* Advanced: all Circus movements involving full flight skills, that includes height (entire body above 3m), and may involve speed, and or impact, and where there may be elements of no contact with the apparatus.

**Leader Requirements:**

* Fundamental:
  + Tertiary Physical Education Degree or,
  + LaunchPad: Ignite or beginner coaching qualifications from Gymnastics Australia or,
  + AQF Certificate III in Circus Arts or,
  + Bachelor of Circus Arts – Swinburne University
* Advanced:
  + Bachelor of Education or equivalent and,
  + AQF Certificate IV in Circus Arts or,
  + Bachelor of Circus Arts – Swinburne University

**Supervision:**

* The following supervision ratios are required:
  + Fundamental: - 1: Class
  + Advanced: - 1: 8

**Venue:**

* Where appropriate a minimum of 3m clearance area (boundary run-off) surrounds each activity/apparatus.

**Additional Procedures:**

* Any equipment used for heights must comply with [OAA equipment specific](#Equipment_OAA_Specific) requirements.
* The leader must have a rescue system in place that will enable the efficient rescue in any foreseeable circumstance.
* Evidence of skill progression for each student against each activity must be recorded.
* Parents/carers must be provided copies of the full skill progression and consent to participation in those activities prior to students commencing activities.
* Students must have completed prior competencies before attempting next level activity.
* The following must be checked prior to use:
  + matting: torn materials, frayed edges, loss of resilience and uneven surface
  + metal equipment: loose connections, rusty parts, faulty joints, supports and springs
  + other equipment: loose screws and bolts, warping, splitting, splintering, rough edges, faulty joints, instability, and cracking
  + ropes and rope ladders
* Mini trampolines must be fitted with secured safety pads.
* If activities are facilitated in a circuit formation, the supervisor must be positioned at the station where the most demanding task is being performed.
* Instruction must be provided to all participants and staff in safety procedures and safe landing techniques.
* A range of risk mitigation strategies may be employed to minimise risk of injury from a fall. These include but are not limited to:
  + soft fall (or matting)
  + spotting
  + reduced height limit
  + when undertaking advanced activities an activity specific risk assessment must be completed prior to students engaging in the activity
* Participants must be explicitly instructed the potential exists for injury where a fall is possible and how to reduce the impact of a fall.
* Spotters must be instructed in proper spotting technique by the leader prior to spotting for an activity and in place as appropriate.
* Ensure spotting is not used as a substitute for:
  + appropriate physical preparation and skill progression for the execution of the skill
  + adequate apparatus/equipment (e.g. matting),
  + a proper sequence of lead-up activities.

**Additional Procedures for Aerials, Acrobatics and Equilibristics:**

Aerials:

* If whole of body >3m: entire potential fall zone must be covered by crash mats of a minimum 300 mm or more thickness.

Acrobatics:

* Any contortion skills that promote the body moving into or through unnatural positions are prohibited.
* Landings to head only or any movement with the head as a point of contact are prohibited.

Equilibristics:

* For any activity involving cycling, including unicycling, the Cycling specific activity procedures must be followed.

Cricket (including indoor)

Introduction:

When facilitated under the following definition or modified versions involving similar elements the following applies.

Cricket is played between two teams on a level cricket pitch (grass or artificial) in the centre of a large grass field using a bat and hard ball. Cricket activities can also be delivered in cricket nets, which consist of a cricket pitch enclosed by netting on either side, behind, and optionally above.

Indoor Cricket is played on a marked artificial surface, surrounded by tight tensioned netting (commercial facilities) or in an alternate indoor environment (enclosed school gymnasium). Runs are scored in both forms of Cricket by the batting side striking the bowled hard ball with the bat and successfully running between the wickets.

**Leader Requirements:**

* NIL.

**Supervision:**

* 1: class group.

Venue:

Cricket:

* A minimum boundary clearance of 5 metres surrounds each playing area.
* Field dimensions must complement the ability levels of the participants.

Indoor Cricket:

* A minimum boundary clearance of 2 metres surrounds each playing area.
* Common/joining nets may be used provided participants are not leaning against the net.

Additional Procedures:

Cricket:

* Minimum PPE, includes;
  + Batters: protective leg pads, genital protection, batting gloves, and a helmet with face guard.
  + Wicketkeepers: genital protection, wicketkeeping gloves, leg guards and helmet with a face guard.
* Participants fielding closer than 10 metres in front of the striking batter must wear a helmet, genital protection, and leg pads.
* Limit the number of balls delivered by a medium pace or fast bowlers.
* Boundary markers must be made of non-injurious materials.
* Ensure only the batter is positioned inside cricket nets, unless wicket-keeping practice to slow bowling is required.
* Bowlers must cease bowling while balls are being fielded within the nets.

Indoor Cricket:

* Minimum PPE, includes;

Batters:

* + genital protection, batting gloves.

Wicketkeepers:

* + genital protection, wicketkeeping gloves.
* Netting used to divide courts/pitches must hang level to the playing surface.
* Participants must not field closer than three 3 metres in front of the striking batter on either side of the wicket.
* Wicketkeeper must remain behind the stumps in the 3-metre fielding exclusion zone until the batter has played the ball.
* Stumps must be collapsible.

Cultural

Introduction:

The following refers to any physical activity which may be significant to a specific culture. Physical activities may require the use of specialised cultural or sporting equipment. All physical activities are historically governed by culturally significant procedures. Many physical activities have additionally implemented a set of predetermined rules, which may have been established by a governing organisation in consultation with representatives from the cultural group.

Leader Requirements:

* NIL.

Supervision:

* 1: class group.

Venue:

* A minimum boundary clearance surrounds each playing area.

Additional Procedures:

* The cultural significance and history of all games and physical activities must be provided to participants prior to participation.
* Where appropriate, consultation should occur with representatives from local council/community cultural organisations to provide resources or be involved.
* Ensure procedures are in place to minimise the risk of participants being injured by any projectiles used.

Cycling (paved)

Introduction:

The following procedure relates to participation in Cycling on paved surfaces. This includes all activities involving the following:

* Any bikes or variations including;
  + scooters,
  + recumbent, tandem, tricycles, unicycles,
  + para-cycles and race wheelchairs.

See [Mountain Biking](#MTB) for any cycling on unsealed surfaces.

Leader Requirements:

Bike paths and other paved surfaces not on open roads:

* NIL.

Open Roads:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Cycle Touring, On Road Easy or,
* Cycling Australia Road Community Club (or beginner) Coach or,
* Triathlon Australia Development Coach.

BMX – tracks and skate parks:

* For all ground-based riding;
  + NIL.
* For jumps, bowls, pipes, boxes, rails, and any other features incorporating aerial manoeuvres;
  + AQF Certificate III Outdoor Recreation/Leadership with specialisation in Cycle Touring, Off Road Easy Trails or,
  + Cycling Australia BMX Club (or beginner) Coach or,
  + Mountain Biking Australia Level 1 Skills Instructor or,
  + Professional Mountain Bike Instructor Association (PMBIA) Level 1.

Supervision:

Bike paths and paved surfaces not on roads:

* School Based - 1: Class group.
* Off School Site - 1: Class group with a minimum of two adults.

Roads:

* 1:10.

BMX:

* School Based Tracks - 1: Class group.
* Off School Site - 1:10.

Venue:

* The leader must have experience on the route to be ridden and be aware of the potential dangers to participants, such as road crossings, obstructions, etc.
* The route should be subdivided to allow frequent rest stops.
* The route to be taken must be within the capability of the weakest participant(s).

Additional Procedures:

* Topics should include fitness, nutrition, skills/technique, warmups, etiquette (road rules), bike maintenance, peer pressure and pre-ride checks.
* A bicycle helmet that meets Australian Standards AS/NZS 2063: 2008 must be worn.
* Enclosed footwear must be worn.
* Bicycles must be checked for suitability and roadworthiness.
* Minimal loads are advisable, preferably carried in backpacks.
* The leader must have access to basic repair equipment – chain breaker, tubes, pump, and puncture repair kit.
* Use of communication devices should be used where appropriate.
* Where heavy traffic is likely to be encountered, a vehicle should follow the group displaying a sign to warn other road users of the cycling party.
* Monitoring of any asthma sufferers, especially in cold and/or dusty conditions must occur.
* Speed must be carefully monitored and controlled on steep downhill grades.
* A process for keeping the group together must be established and followed.
* Road crossings should be minimised and where they are necessary, pedestrian crossings should be utilised wherever possible.
* Ensure participants enter any designated riding area by wheeling their bicycles and by yielding right of way to the riders already in the riding area.
* Ensure participants ride in the same direction as the flow of the traffic.
* Prohibit behaviour or games which could interfere with other riders or cause other riders to fall.

Diving

Introduction:

Diving refers to jumping or falling into water from a platform or springboard, usually while performing acrobatics movements. The platform is a fixed structure, while the springboard is a moveable surface which is fixed by a hinge at one end. Community facilities may provide multiple platforms or springboards at differing heights for participants to jump or fall from.

Leader Requirements:

* Diving (springboard and platform events up to 5m in height) is a level 1 coaching accreditation - Diving Australia or,
* SISCAQU002 Perform basic water rescues.

Supervision:

* 1: Class group.

Venue:

* The facilities must meet the height and depth requirements of the International Amateur Swimming Federation (FINA).

Additional Procedures:

* All [Aquatic Procedures](#Aquatic) must be followed.
* Participants must be familiar with safety signals.
* Only one person is on the board at any one time.
* Cross swimming, under the platform or springboard is not permitted.
* Ensure no-one moves across the diver's line of vision during 'back take-off dives'.
* Platform or springboard must be dry, and fulcrums correctly adjusted before use.

Dragon Boating

Introduction:

Dragon boating is the human powered propulsion of a larger watercraft on the water’s surface. Typically, up to 20 paddlers sit two abreast, forward-facing and use a paddle to propel the open boat forward. Dragon boating occurs on larger bodies of water and is only suitable on flat water environments.

Leader Requirements:

* Australian Dragon Boat Federation Sweep Level 3.

Supervision:

* 1: boat.

Venue:

* Weather conditions must be stable, that is, not threatening to deteriorate rapidly. Water should not be rough, wind below 20km/h or there is any chance of lightning.
* Exit/entry points must have minimal water movement.
* Area must be free from obvious dangers.

Additional Procedures:

* In addition to [Aquatic Procedures](#Aquatic), each participant must be able to swim for 100m and tread water for 5 minutes.
* Topics should include; clothing, equipment, paddling techniques, food and water requirements, warm up, hypothermia, communication, and safety procedures (e.g. deep-water rescue).
* A Personal flotation device (PFD) must be worn.
* Each Dragon Boat must:
  + be of standard, approved design,
  + not carry more than the number of paddlers for which it was designed,
  + carry a safety bag, two bailers and lights,
  + be able to support all paddlers in the event of capsize,
  + be in sound and well-maintained condition.
* A responsible person must be on back up who will notify authorities when a group is overdue.
* Each participant must pay attention to the sweep, who oversees the boat and responsible for boat safety.

Fitness

Introduction:

Fitness refers to activities undertaken with the intent to improve aerobic fitness, flexibility, body composition, muscular strength, and endurance. This may involve specialised equipment and Boxing training involving bag and target striking.

**Leader Requirements:**

* NIL.

**Supervision:**

* 1: class group.

**Venue:**

* Refer to Common Procedures.

**Additional Procedures:**

* The following must be checked prior to use:
  + matting: torn materials, frayed edges, loss of resilience and uneven surfaces,
  + metal equipment: loose connections, rusty parts, faulty joints, supports and springs,
  + wooden equipment: loose screws and bolts, warping, splitting, splintering, rough edges, faulty joints, and instability,
  + ropes and rope ladders: fraying and rotting,
  + electronic equipment: visible damage in electrical leads and other electrical fixtures.
* Where appropriate, PPE must be worn.
* If activities are facilitated in a circuit formation, the leader must be positioned at the station where the most demanding task is being performed.
* Ensure all equipment is repositioned immediately if it has been disturbed.
* Have spotters in place where necessary.
* Ensure spotting is not used as a substitute for:
  + appropriate physical preparation for the execution of the skill,
  + adequate equipment (e.g. matting),
  + a proper sequence of lead-up activities.
* Cease activity when excessive tiredness or fatigue is apparent or when activities are undertaken in a dangerous manner.

Football/Futsal (Soccer)

Introduction:

Football/Futsal is played between two teams on a levelled, rectangular pitch. Football is played on a grass surface, while Futsal is played on an artificial surface. Points are scored by kicking or heading the ball into the opposing team’s goal.

When facilitated as an organised school/community sporting fixture including trials and training sessions, the following applies.

**Leader Requirements:**

* NIL.

**Supervision:**

* 1: class group.

**Venue:**

* For Football, a minimum of 3m clearance area (boundary run-off) must surround each playing area.

**Additional Procedures:**

* PPE must include shin guards and Goalkeeper gloves.
* Corner flags or markers must be made of non-injurious materials.
* Goalkeepers must defend their goal against only one ball at a time.

Gaelic Football

Introduction:

Gaelic Football is played between two teams on a levelled, grass rectangular pitch. Points are scored by kicking or punching the ball into the opposing team's goals or between the upright goal posts.

When facilitated as an organised school/community sporting fixture including trials and training sessions, the following applies.

**Leader Requirements:**

* NIL.

**Supervision:**

* 1: class group.

**Venue:**

* A minimum of 5m clearance area (boundary run-off) surrounds each playing area.

**Additional Procedures:**

* PPE must include a custom-fitted mouthguard, body padding, headgear, shin guards and goalkeeping gloves.
* Corner flags or markers must be made of non-injurious materials.
* Goalkeepers must defend their goal against only one ball at a time.

Goalball

Introduction:

During play, participants wear blacked out eyewear (e.g. blindfolds, masks, or eyeshades). Goalball is played with a ball with an embedded bell/s inside, between two teams on a smooth artificial surface.

When facilitated as an organised school/community sporting fixture including trials and training sessions, the following applies.

**Leader Requirements:**

* NIL.

**Supervision:**

* 1: class group.

**Venue:**

* Activities are positioned away from any excessive noises.
* A minimum of 3m clearance area (boundary run-off) surrounds each playing area.
* Non-slip rubber tactile lines markers must be used to define the playing area.

**Additional Procedures:**

* Roll foam or soft rubber Goalball balls with bells embedded.
* Introduce participants to sound of the ball prior to play.
* PPE may include protective eyewear, genital/chest protectors, elbow and knee pads.
* Provisions to limit excessive noises are communicated prior to participation.

Golf

Introduction:

Golf refers to participants striking a ball with a golf club on large outdoor ovals or purposed designed courses and ranges.

**Leader Requirements:**

* NIL.

**Supervision:**

* 1: class group.

**Venue:**

* A minimum boundary clearance surrounds each activity area.
* Ball striking and landing zones are clearly defined.

**Additional Procedures:**

For activities undertaken on courses with multiple holes:

* The holes used must be spaced to support the:
  + number of participants and their movements patterns,
  + potential movement patterns of the equipment being used.
* Teeing areas must be:
  + defined with highly visible markers,
  + used by one participant at a time,
  + positioned at least 3 metres in front of other participants waiting their turn.
* Participants must ensure others in their playing group are at least 3 metres behind them when striking a ball or undertaking practice strokes outside teeing areas.
* Only one playing group is assigned to a hole.
* Provisions are enforced for the safe transportation of equipment between holes.
* The use of motorised golf carts is not permitted.

For activities undertaken on driving ranges:

* All striking must take place in one direction from a designated teeing area.
* The teeing area must:
  + be clearly defined with highly visible markers/markings,
  + be positioned at least 3 metres in front of other participants waiting their turn,
  + include a straight line for multiple participants to strike from,
  + provide a minimum of 3 metres space between each participant.
* Left-handed participants must be positioned on the left-hand side of the striking group.
* Provisions must be in place for safe retrieval of struck balls, this includes leaving clubs in the teeing area and placing retrieved balls into a predetermined space.

Gymnastics

Introduction:

Gymnastics refers to a collection of disciplines (Artistic, Rhythmic, Acrobatic, Aerobic and Trampoline) which are classified into the following groups.

* Fundamental: all Gymnastics movements that don’t involve height, speed, impact, or inversions with the exception progressions to handstand, cartwheel, and forward roll.
* Advanced: all Gymnastics movements involving inversion skills that may include height, speed, and impact except for Complex.
* Complex: all Gymnastics movements involving full flight skills, that includes height, speed, and impact, where there may be elements of no contact with the apparatus.

**Leader Requirements:**

* Fundamental:
  + Tertiary Physical Education Degree or,
  + Certificate II in Sports Coaching or,
  + LaunchPad: Ignite or beginner coaching qualifications from Gymnastics Australia.
* Advanced:
  + Tertiary Physical Education Degree or,
  + Certificate II in Sports Coaching or,
  + Intermediate Coach Accreditation from Gymnastics Australia.
* Complex:
  + Advanced Coach Accreditation from Gymnastics Australia.

**Supervision:**

* Advanced: - 1: 10.
* Complex: - 1: 8.

**Venue:**

* A minimum of 3m clearance area (boundary run-off) surrounds each activity/apparatus.

**Additional Procedures:**

* Participants can move freely around all apparatus/equipment.
* The following must be checked prior to use:
  + matting: torn materials, frayed edges, loss of resilience and uneven surfaces,
  + metal equipment: loose connections, rusty parts, faulty joints, supports and springs,
  + wooden equipment: loose screws and bolts, warping, splitting, splintering, rough edges, faulty joints and instability,
  + ropes and rope ladders: fraying and rotting.
* Mini trampolines must be fitted with secured safety pads.
* If activities are facilitated in a circuit formation, the leader must be positioned at the station where the most demanding task is being performed.
* Instruction must be provided in safety procedures and safe landing techniques.
* Participants must enter foam pits, by feet, bottom, or back; diving headfirst or landing on the knees is not permitted.
* Ensure all equipment is repositioned immediately if it has been disturbed.
* Participants feet must not be allowed higher than 1.5m above ground level without adequate fall protection.
* Participants must be aware the potential exists for injury where a fall is possible from one height to another.
* A range of risk mitigation strategies may be employed to minimise risk of injury from a fall. These include but are not limited to:
  + soft fall (or matting),
  + spotting,
  + reduced height limit,
  + cleared landing zone.
* Have spotters in place where necessary.
* Ensure spotting is not used as a substitute for:
  + appropriate physical preparation for the execution of the skill,
  + adequate apparatus/equipment (e.g. matting),
  + a proper sequence of lead-up activities.

Hockey

Introduction:

Hockey is played between two teams on a levelled, grass rectangular pitch, artificial turf, or indoor surface. Points are scored by participants using their hockey stick to manipulate the ball into the opposing team’s goal.

When facilitated as an organised school/community sporting fixture including trials and training sessions, the following applies.

**Leader Requirements:**

* NIL.

**Supervision:**

* 1: class group.

**Venue:**

* A minimum of 5m clearance area (boundary run-off) surrounds each playing area.
* Use pitch barriers where possible.

**Additional Procedures:**

* PPE must include a custom-fitted mouthguard and shin guards.
* Goalkeepers PPE must include headgear (helmet with face mask, throat protector), leg guards, kickers, leg pads, foot pads, chest protector, genital protection, and gloves.
* For defending short corner players PPE may include gloves, masks, and genital protectors.
* Corner flags or markers must be made of non-injurious materials.
* Goalkeepers must defend their goal against only one ball at a time.

Nature Play

Introduction:

The following procedures refer to nature play type activities that might involve climbing, scrambling, and playing in natural playground type environments. This does not include [Bouldering](#Bouldering), [Low Ropes](#Ropes_courses) or [Rock Climbing](#Rock_climbing).

**Leader Requirements:**

* NIL.

**Supervision:**

* 1: class group.

Venue:

* Any structure used for climbing must be checked for suitability and the integrity of the structure.

**Additional Procedures:**

* Training topics should include awareness of the hazards involved, climbing techniques, downclimbing/access routes, correct spotting, and landing technique.
* Participants must be aware the potential exists for injury where a fall is possible from one height to another.
* A range of risk mitigation strategies may be employed to minimise risk of injury from a fall. These include but are not limited to:
  + soft fall (or matting),
  + spotting,
  + reduced height limit,
  + cleared landing zone.

Obstacles

Introduction:

Obstacles provide participants with opportunities to overcome various physical challenges in the form of obstacles. These can be linked together to form a course that can include running, climbing, jumping, crawling, swimming, and balancing elements amongst others. This includes Parkour and other activities with similar elements.

**Leader Requirements:**

* NIL.

**Supervision:**

* School Based - 1: Class group.
* Off School Site - 1: Class group with a minimum of two adults.

**Venue:**

* Any structure used must be checked for suitability and integrity.

**Additional Procedures:**

* Participants must be trained in how to safely overcome and manoeuvre each obstacle (including safe landing techniques and the option to walk around obstacles).
* Participants feet must not be allowed to climb higher than 1.5m above ground level without adequate fall protection.
* Participants must be aware the potential exists for injury where a fall is possible from one height to another.
* A range of risk mitigation strategies may be employed to minimise risk of injury from a fall. These include but are not limited to:
  + soft fall (or matting),
  + spotting,
  + reduced height limit,
  + cleared landing zone.
* PPE may include gloves.
* The following must be checked prior to use:
  + matting: torn materials, frayed edges, loss of resilience and uneven surfaces,
  + metal equipment: loose connections, rusty parts, faulty joints, supports and springs,
  + wooden equipment: loose screws and bolts, faulty joints and instability,
  + ropes and rope ladders: fraying and rotting.
* Mini trampolines are fitted with secured safety pads.
* If activities are facilitated in a circuit formation, the leader must be positioned at the station where the most demanding task is being performed.
* Ensure all equipment is repositioned immediately if it has been disturbed.

Roller Skates/Blades, Ice Skating/Skateboarding, Roller Skiing

**Introduction:**

These activities include any use of roller-skates/blades, ice-skates, skateboards, roller ski’s and variants. They can be undertaken on smooth artificial (this includes community skate parks and skating rinks) or natural grassed surfaces. Ice and Roller Hockey are included within this procedure. Any activities on open roads are not permitted.

**Leader Requirements:**

* For all ground-based activities;
  + NIL.
* For jumps, bowls, pipes, boxes, rails, and any other features incorporating aerial manoeuvres;
  + Tertiary Physical Education Degree or,
  + Level 1 coaching accreditation from Skate Australia.

**Supervision:**

* School Based - 1: Class group.
* Off School Site - 1: Class group with a minimum of two adults.

**Venue:**

* Any venue used must be checked for suitability and integrity.

**Additional Procedures:**

* Participants must be mindful of others when entering a designated area and;
  + move in the same direction as the flow of traffic,
  + give way where appropriate.

Roller-skates/blades and skateboarding

* PPE must include helmet, wrist guards, knee, and elbow pads.
* Use of features (e.g. ramps, pipes, bowls, rails, etc.) must only be permitted when participants are deemed competent by the leader.

Ice/Roller Hockey

* PPE must include;
  + a custom-fitted mouthguard, shin guards, hockey gloves, genital protection, and a helmet with attached face protection specific to the position played.
  + additionally, goalkeepers must wear chest, forearm, neck, and throat protection.
* Goalkeepers must defend their goal against only one ball/puck at a time.
* All activities must be facilitated as non-contact.

Roller Skiing

* Where roller skiing involves speed, PPE must include a helmet and wrist guards.

Rowing

Introduction:

Rowing is an individual or team (crews of two, four or eight) activity, where participants propel a boat on the surface of the water a using a fixed oar as a lever. It is likely that participants might fall into the water. Participants typically race against each other over a set distance.

Leader Requirements:

* Learn to row (Level 1) coaching accreditation - [Rowing Australia](https://www.revolutionise.com.au/rowingaus/events/3052/).

Supervision:

* 1:8.

Venue:

* Weather conditions must be stable, that is, not threatening to deteriorate rapidly. Water should not be rough, wind below 20km/h or there is any chance of lightning.
* Exit/entry points must have minimal water movement.
* Area must be free from obvious dangers such as boat traffic or people fishing.

Additional Procedures:

* In addition to [Aquatic Procedures](#Aquatic), each participant must be able to swim for 100m and tread water for 5 minutes.
* Topics should include; clothing, equipment, rowing techniques, food and water requirements, warm up, hypothermia, communication, and safety procedures (e.g. deep-water rescue).
* A Personal flotation device (PFD) must be worn.
* Each rowing boat must:
  + be of standard, approved design,
  + not carry more than the number of rowers for which it was designed,
  + have lights if the activity or event will proceed during darkness,
  + be able to support all rowers in the event of capsize,
  + be in sound and well-maintained condition.

Squash/Racquetball

Introduction:

Squash/Racquetball are racket and ball activities played in a four-walled court with a small, hollow rubber ball. Participants strike the ball with their racquets onto the playable surfaces of the court. Points are scored by participants by hitting the ball in such a way that the opponent is not able to play a valid return.

**Leader Requirements:**

* NIL.

**Supervision:**

* 1: class group.

**Venue:**

* Non-slip court surface.
* Squash/Racquetball court door must be closed while activities are being conducted.

**Additional Procedures:**

* PPE must include eye wear specific to Squash/Racquetball.
* The risk of racquet injury should be minimised by provisions to remove excessive moisture on racquet grips and the use of wrist loops where necessary.
* Any left-handed participants should be positioned on the left of the group where necessary.
* The leader must ensure inexperienced participants play singles matches only.
* No personal belongings are taken onto or stored on the court.
* The leader and any spectators must remain outside the Squash/Racquetball court while play is in progress.

Trampolining

Introduction:

Trampolining refers to the use of a device consisting of a piece of taut, strong fabric stretched between a steel frame for jumping. Trampolines use coiled springs or glass-reinforced plastic rods attached to the frame to propel the participant into the air. Non inversions movements are permitted.

Leader Requirements:

* NIL.

Supervision:

* 1: Class group.

Venue:

* A minimum of 3m clearance area (boundary run-off) surrounds each trampoline.

Additional Procedures:

* Refer to the [Gymnastics](#Gymnastics) procedures for trampolining activities involving full flight inversion skills.
* One participant is permitted on trampoline at any one time.
* Participants must bounce in the centre of the trampoline.
* Participants must mount and dismount the trampoline as instructed.
* Socks must be worn when trampolining.
* Restrict access to trampolines when not in use.
* Participants can move freely around all trampolines.
* Ensure nothing is under the trampoline and exposed hard surfaces (e.g. concrete, wooden floors) surrounding trampolines are covered with matting.
* The following must be checked prior to use:
  + matting: torn materials, frayed edges, loss of resilience and uneven surfaces,
  + metal equipment: loose connections, rusty parts, faulty joints, supports and springs.
* Trampolines must be fitted with secured safety pads.
* Provide instruction in safety procedures, especially safe landing techniques.
* Have spotters in place where necessary.
* Ensure spotting is not used as a substitute for:
  + appropriate physical preparation for the execution of the skill,
  + adequate apparatus/equipment (e.g. matting),
  + a proper sequence of lead-up activities.

Water Polo

Introduction:

Water polo is played in a deep swimming pool between two teams. Points are scored by participants throwing the ball into the opposing team's goal.

When facilitated as an organised school/community sporting fixture including trials and training sessions, the following applies.

**Leader Requirements:**

* NIL.

**Supervision:**

* 1: class group.

**Venue:**

* The pool must be suitable for the activity and appropriate to the ages and level of the participants.

**Additional Procedures:**

* In addition to [Aquatic Procedures](#Aquatic), each participant must be able to swim for 100m and tread water for 5 minutes.
* PPE must include a custom-fitted mouthguard and water polo caps with protective ear guards.
* Water polo balls must be of a size and weight appropriate to the ages of participants and the level at which the game is played.
* Goalkeepers must defend their goal against only one ball at a time.
* The leader is available to enter the water to assist a participant if required.

Weightlifting/training

Introduction:

Weightlifting/training includes all activities incorporating the following techniques and equipment.

Weightlifting:

* Olympic: including the snatch and the clean and jerk.
* Powerlifting: Including the squat, the bench press, and the dead lift.

Weight Training:

* Using free weights and mechanical systems (hydraulics and pulleys) for the purpose of increasing muscle strength, power, and endurance.

For fitness training see[Fitness](#Fitness) procedures.

**Leader Requirements:**

* Tertiary Physical Education Degree or,
* AQF Certificate III in Fitness.

**Supervision:**

* 1: 15.

**Venue:**

* A minimum of 2m clearance area surrounds each activity.

**Additional Requirements:**

* Participants must be able to move freely around all equipment.
* The following must be checked prior to use:
  + matting: torn materials, frayed edges, loss of resilience and uneven surfaces,
  + metal equipment: loose connections, rusty parts, faulty joints, supports and springs.
* If activities are facilitated in a circuit formation, the leader must be positioned at the station where the most demanding task is being performed.
* Ensure all equipment is repositioned following use.
* Have spotters in place where necessary.
* Ensure spotting is not used as a substitute for:
* appropriate physical preparation for the execution of the skill,
* a proper sequence of lead-up activities.
* Participants must provide their own towel for personal use.
* Participants are not permitted to train alone.

1. Contact Physical Activities

When delivered as a [Contact](#contact_PA) Physical Activity, the activities below, have additional activity specific procedures which must be adhered along with all [Common Physical Activity Procedures](#Common_Physical_Activity).

This includes for all selection trials, training, and competitive versions of the Physical Activities listed below.

* [Australian Football (AFL)](#AFL)
* [Fencing](#Fencing)
* [Martial Arts/Defence training](#Martial_Arts)
* [Rugby League/Union](#Rugby)

Australian Football (AFL)

**Introduction:**

AFL is played between two teams on a levelled grass oval. Points are scored by kicking the oval ball between the goal posts. Contact between participants occurs as per the rules of the activity.

Leader Requirements:

* AFL Coaching scheme – Foundation Coach or,
* Tertiary Physical Education Degree or,
* Australian Qualification Framework (AQF) Certificate II in Sports Coaching.

**Supervision:**

* 1: class group.

Venue:

* A minimum of 5m clearance area (boundary run-off) surrounds each playing area.

**Additional Procedures:**

* Participants must wear a custom-fitted mouthguard.
* PPE may include body padding and headgear.

Fencing

Introduction:

Fencing is undertaken by two participants in a designated area. Participants use a sword (foil, épée and sabre) to score points against an opponent. Points are awarded by a participant’s sword striking an approved target zone of their opponents’ body.

**Leader Requirements:**

Modified equipment (plastic or foam swords):

* Australian Fencing Federation Level 0 coaching accreditation or,
* Tertiary Physical Education Degree or,
* Australian Qualification Framework (AQF) Certificate II in Sports Coaching.

Traditional equipment (metal swords):

* Australian Fencing Federation Level 1 coaching accreditation.

**Supervision:**

* Modified equipment - 1: class group.
* Traditional equipment – 1: 8.

Venue:

* A minimum of 3m clearance area (boundary run-off) surrounds the area of instruction.

**Additional Procedures:**

* Actions of a fencer which result in hard hitting, jostling and body contact are prohibited.
* Instruct participants to carry weapons by the guard or grip, pointing downwards when not in use.

Traditional Equipment

* PPE for traditional equipment must include;
  + mask and jacket, resistant to 350 newtons,
  + breeches (when metal swords are used),
  + under plastron, resistant to 800 newtons,
  + chest protectors (females),
  + glove on the weapon hand,
  + and genital protection.
* Refer to the Australian Fencing Federation, Equipment Control Policy for;
  + additional details relating to PPE,
  + and weapon-specific requirements.
* Repairing of excessively bent blades (bent beyond 45 degrees) is not permitted.

Martial Arts/Defence Training

Introduction:

Martial Arts/Defence Training refers to a collection of disciplines which may include defence techniques, manoeuvres and striking bags or targets.

**Leader Requirements:**

* A coaching qualification from a recognised national and/or international sport organisation for the specific Martial Arts/Defence Training discipline undertaken or,
* Tertiary Physical Education Degree or,
* Australian Qualification Framework (AQF) Certificate II in Sports Coaching.

**Supervision:**

1: class group.

Venue:

* Indoor venue with sufficient space between participants.

**Additional Procedures:**

* Martial Arts/Defence Training must emphasise ‘defensive only’ participation.
* Attacking interpersonal striking and breaking techniques are not permitted.
* Parameters for safe contact and falling must be included in programming.
* Prolonged, intense sessions must be avoided.
* PPE must include custom-fitted mouthguard, gloves, focus pads, body padding and headgear where appropriate.
* Clothing with zips, buttons or similar hard objects are not permitted. See specific Martial Arts/Defence Training organisation for clothing recommendations.
* Barefoot participation (suitable to the surface, the type of activity and the age of the participant) is permitted.

Rugby League/Union

Introduction:

Rugby League/Union is played between two teams on a levelled grass field. Points are scored by carrying the ball and touching it to the ground beyond the opposing team's goal line or by kicking the oval shaped ball between goal posts. Contact between participants occurs as per the rules of the activity.

Leader Requirements:

Rugby League

* National Rugby League – Community Coach accreditation or,
* Tertiary Physical Education Degree or,
* Australian Qualification Framework (AQF) Certificate II in Sports Coaching.

Rugby Union

* Rugby AU Smart Rugby safety course and Level 1 coach accreditation or,
* Tertiary Physical Education Degree or,
* Australian Qualification Framework (AQF) Certificate II in Sports Coaching.

**Supervision:**

1: class group.

Venue:

* A minimum of 5m clearance area (boundary run-off) surrounds each playing area.

**Additional Procedures:**

* PPE must include a custom-fitted mouthguard and may include body padding and headgear.

Rugby League:

* Refer to the Rugby League National Safeplay Code.

Rugby Union:

* Refer to Rugby AU for additional safety procedures.

1. Outdoor Adventure Activities (OAA)

The following activities are classified as approved Outdoor Adventure Activities and are subject to all [Common Physical Activity Procedures](#Common_Physical_Activity) along with additional activity specific procedures.

* [Abseiling](#Abseiling)
* [Alpine Skiing](#Alpine_skiing)
* [Archery](#Archery)
* [Base Camping and associated activities](#Base_camp)
* [Bouldering](#Bouldering)
* [Bushwalking](#Bushwalking)
* [Canoeing](#Canoe)
* [Canyoning](#Canyon)
* [Caving](#Caving)
* [Cross Country Skiing](#Cross_country_ski)
* [High and Low Ropes Courses](#Ropes_courses)
* [Horse Riding](#Horse_trekking)
* [Kayaking](#Kayaking)
* [Mountain Biking](#MTB)
* [Prusiking](#Prusik)
* [Rock Climbing](#Rock_climbing)
* [Sail Boarding](#Sail_Boarding)
* [Sailing – Small Boats, Dinghies and Catamarans](#Sailing)
* [SCUBA Diving](#SCUBA)
* [Sea Kayaking](#Sea_kayak)
* [Snorkelling](#Snorkel)
* [Snowboarding](#Snowboard)
* [Stand Up Paddle boarding](#SUP)
* [Surf Craft Riding](#Surfing)
* [Water-skiing/ Wakeboarding](#Waterskiing)
* [White Water Rafting](#WW_rafting)

Abseiling

Introduction:

Abseiling is descending vertical or near vertical surfaces using ropes and friction devices. Abseiling can occur on artificial or natural surfaces and can be single or multipitch. Abseiling can be delivered as a standalone activity or as component of other activities like [canyoning](#Canyon), [caving](#Caving) and [rock climbing](#Rock_climbing).

Leader Requirements:

Single Pitch Abseiling Artificial Surfaces:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Abseiling, Artificial Surfaces.

Single Pitch Abseiling Natural Surfaces:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Abseiling, Natural Surfaces, Single pitch or,
* Australian Climbing Instructors Association (ACIA) Single Pitch Guide.

Multipitch Abseiling Natural Surfaces:

* AQF Certificate IV Outdoor Recreation/Leadership with specialisation in Abseiling, Natural Surfaces, Multi pitch or,
* Australian Climbing Instructors Association (ACIA) Multi Pitch guide.

Supervision:

* Artificial - 1:4 abseil systems being used.
* Single pitch Natural - 1:3 abseil systems being used.
* Multi pitch - 1:3 (students).

Venue:

* The leader must have first-hand knowledge of the area.
* There must be adequate safe and level space at the top and bottom of the cliff.
* The rock must be judged to be sound and without significant risk of rock fall.

Additional Procedures:

* Topics should include equipment, safety, technique, belaying, emergency stop, terminology, cliff edge safety, access, egress, toileting, and communication.
* The leader must ensure that every abseiler is double checked before descending.
* Participants belaying must have a backup until deemed competent by the leader.
* Front (face-forward) abseiling may only be undertaken only with purpose designed, commercially available rear attachment harness.

Alpine Skiing

Introduction:

Alpine Skiing is resort-based skiing down groomed and lift-serviced trails/runs with fixed-heel bindings.

For remote or back country Alpine Skiing, all [Cross Country skiing](#Cross_country_ski) procedures must be followed in addition to the relevant procedures below.

The School Leader in Charge must:

* Have evidence of at least 5 days (within 5 years) experience as an alpine skier or snowboarder.
* Have evidence (e.g. lesson plans) covering all additional procedures.

Leader Requirements:

* For lessons or back country, the leader must possess:
* AQF Certificate III in Outdoor Recreation with specialisation in alpine skiing or,
* Australian Professional Snowsport Instructors (APSI) Alpine level 1.

Supervision:

* 1:15.

Venue:

* The School Leader in Charge must be familiar with the resort and the emergency procedures and services available.
* Contact should be established, and participant medical details given to rescue agencies.

Additional Procedures:

* Prior to the activity, participants must have training in:
  + appropriate clothing choices,
  + hypothermia signs and symptoms, prevention, and treatment,
  + food and hydration,
  + common injuries including snow blindness, sunburn, and soft tissue,
  + safe skiing, peer pressure and only skiing on runs suitable for their ability,
  + snow (including icy/hard) and weather conditions/implications,
  + what to do in an emergency and staff contact numbers,
  + the Australian Alpine Responsibility Code.
* A briefing on the area (its runs and dangers) must be given.
* All participants should be instructed in efficient techniques on how to fall and get back up correctly.
* <http://snowsafe.org.au/> provides an excellent resource to assist schools in facilitating this activity, including the [Attitude](http://snowsafe.org.au/video/attitude-a-snow-safety-film/) safety video.
* All participants (other than season pass holders) must receive a lesson from a leader.
* Nominated meeting points with scheduled times must be used.
* Australian Standards approved helmets must be worn.
* A buddy system must be used.
* Acceptable ski runs must be nominated by the school leader and resort maps carried.
* Participants should carry a waterproofed list of staff contacts, meeting times, lesson times, tube times, etc.

Archery

Introduction:

Archery is the sport of shooting arrows from a stationary standing position into a stationary target.

Leader Requirements:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Archery or,
* Community archery instructor or,
* Level 1 Participation coach or,
* Tertiary Physical Education Degree.

Supervision:

* 1:8.

Venue:

* Participants should shoot towards a hill or embankment.
* A clear area of at least 50 metres must be established behind and at least 20 metres beside the targets.
* Defined parallel flight paths must be established for each target.

Additional Procedures:

* Topics should include awareness of the hazards involved, technique, equipment use and safety.
* Establish a system of commands, to signal participants when or how to:
  + commence and cease shooting,
  + retrieve arrows,
  + attract the leader’s attention.
* PPE may include finger tabs, shooting gloves and arm guards.
* Participants must be assigned to one target with a maximum of four archers per target.
* All arrow lengths must be the same for one shooter and are matched to the participants draw length.
* Bows must be positioned vertically with the tip resting on front foot between shots.
* Participants must place bows in racks or on the ground next to the shooting line when finished shooting and then step back 2m.
* Participants must not to draw a bow, with or without an arrow in it, except when standing facing the target and intending to shoot.
* Only when the shooting line is clear, can the signal be given to retrieve arrows.
* Waiting participants must be 5m behind the shooting group.
* One participant must be nominated to withdraw arrows from each target. All other participants remain a safe distance and to one side of the target.
* Participants must not retrieve arrows which fall from the participants bow in front of the shooting line, until a 'cease shooting' signal is given.

Base Camping

Introduction:

Base camping is the temporary use of a natural site, with vehicles nearby for the purpose of camping in tents (or similar).

Leader Requirements:

* Have at least 5 logged days (within 5 years) experience base camping and appropriate bush craft abilities.

Supervision:

* 1:15.

Venue:

* The leader must have local knowledge of the area to be used.
* Designated campgrounds should be used where available.
* Any potential dangers (including tree fall) must be minimised.

Additional Procedures:

* Topics should include clothing, equipment, appropriate food choices (including hygiene), toileting, minimal impact, and interaction with the public and wildlife.
* The leader must assess the area on arrival and brief participants as to possible dangers.
* Participants should be instructed on site selection with an emphasis on minimal impact.
* Participants must be instructed in the safe and appropriate use of the following
  + liquid fuel stoves,
  + the use of a cooking circle,
  + fuel depot,
  + gas stoves must be inspected by the leader,
  + fire.
* Water must be on site for first aid/fire safety.

Bouldering

Introduction:

Bouldering is a form of climbing activity, limited in height and for which fall safety can be achieved by the provision of an impact absorbing system, spotter(s) providing control of a fall or by a combination of these measures.

Leader Requirements:

Artificial surfaces (climbing and bouldering surfaces indoor):

* No leader requirement.

Natural Surfaces:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Low Ropes or Top Rope climbing.

Supervision:

* Artificial surfaces (including commercial gyms) - 1: Class group.
* Natural Surfaces - 1: 10.

Venue:

* Any structure used must be checked for suitability and integrity.
* The rock must be judged to be sound and without significant risk of rock fall.

Additional Procedures:

* Heights must not exceed whole of body above 5m.
* Training topics should include awareness of the hazards involved, climbing techniques, downclimbing/access routes, correct spotting and landing techniques.
* Participants feet must not be allowed to climb higher than 1.5m above ground level without adequate fall protection.
* Participants must be aware the potential exists for injury where a fall is possible from one height to another.
* A range of risk mitigation strategies may be employed to minimise risk of injury from a fall. These may include but are not limited to:
  + soft fall (or matting),
  + spotting,
  + reduced height limit,
  + cleared landing zone.

Bushwalking

Introduction:

Bushwalking is walking in predominately natural areas and may be for a short or an extended period involving overnight camping. It may involve a diverse range of environments (e.g. coastal, alpine, forest) challenging conditions (heat, cold, river crossings) and include carrying a pack. Tracks can be classified using the Australian Walking Track Grading system.

Leader Requirements:

Grade 1-2 - Non-Remote day walks:

* Nil.

Grade 3:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Bushwalking, Tracked environments.

Grade 4:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Bushwalking, Difficult Tracked environments as relevant to the context.

Grade 5 and off track:

* AQF Certificate IV Outdoor Recreation/Leadership with specialisation in Bushwalking, Difficult Tracked Environments, Rivers or,
* AQF Certificate IV Outdoor Recreation/Leadership with specialisation in Bushwalking, Extremely Difficult Tracked and Untracked Environments as relevant to the context.

Supervision:

* Non-Remote day walks - 1:class group with a minimum of two adults.
* Remote and Overnight Bushwalks - 1:10.
* Difficult & Extremely Difficult Bushwalks - 1:8.

Venue:

* Any potential dangers (including tree fall) must be minimised.
* The leader must have knowledge of the area to be covered.

Additional Procedures:

* Training topics should include; clothing, equipment, safe hiking techniques, food and water requirements, packing and emergency procedures (for example, lost student).
* Total pack weight should not exceed one-quarter of body weight.

Canoeing

Introduction:

Canoeing involves the use of a canoe as a paddle-craft on the surface of the water. Canoeing may be conducted on inland flat, moving or where the gradient is sufficient to create white water. Moving and white water may contain rocks, trees and other objects which can create complex and hazardous hydrological formations. White water may involve large and dynamic water volumes, is cold and has poor visibility. White water canoeing may be conducted in remote and steep gorge like terrain, making access and egress challenging.

Leader Requirements:

Flat Water:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Canoeing, Inland Flat Water or,
* Paddle Australia Flatwater Guide.

Moving and White Water:

* AQF Certificate IV Outdoor Recreation/Leadership with specialisation in Canoeing, Moving (grade 1) or White Water (grade 2) as relevant to the context or,
* Paddle Australia White Water Guide.

Supervision:

* Flat Water - 1:12.
* Moving/White water - 1:8.

Venue:

* Participation in canoeing above grade 2 is not permitted.
* The leader must have knowledge of the river being paddled.

Additional Procedures:

* In addition to [Aquatic Procedures](#Aquatic), each participant must be able to swim for 100m and tread water for 5 minutes.
* Training topics should include; clothing, equipment, paddling techniques, food and water requirements, packing, hypothermia, and emergency procedures (e.g. deep-water rescue).
* All participants must have a practise capsize drill in flat water prior to using a spray deck.
* PPE must include footwear and a Personal flotation device (PFD).
* Canoes must have handholds (loops/toggles) at bow and stern, be unsinkable and able to support a person in the water by the presence of fixed buoyancy.

Additional Procedures for Moving and White Water

* Each participant must be deemed a competent flat-water paddler by the leader.
* Topics must include white water swimming position, river hazards, river reading, strainers.
* PPE must include a purpose designed canoeing helmet.
* Each participant must be aware of group plans, formations, the nature of the river ahead, the location of any emergency gear, and communication signals.

Canyoning

Introduction:

Canyoning involves the descent and/or ascent of geological formations created by a watercourse using a range of techniques. These formations can range from open sided waterways to deep, narrow, steep-sided valleys, often with vertical walls, cliffs, and waterfalls. They can be wet or dry and are prone to rapid changes in water level or flooding. Due to the terrain, it is generally difficult to access, traverse and egress. Techniques for canyoning might include abseiling, bouldering, bushwalking, swimming, rock climbing, rock jumps and others.

Leader Requirements:

Beginner to Intermediate (grades 1-3):

* AQF Certificate IV in Outdoor Recreation/Leadership with specialisation in Canyoning (Easy to Intermediate, Single Pitch).

Intermediate to Advanced (grades 4-7):

* AQF Certificate IV in Outdoor Recreation/Leadership with specialisation in Canyoning (Intermediate to Advanced, Multi Pitch).

Supervision:

* Beginner to Intermediate - 1:7. Maximum group size of 16, including adults.
* Intermediate to Advanced - 1:5. Maximum group size of 12, including adults.

Venue:

* The leader must have a thorough knowledge of the area and a logged history of reconnaissance of the canyon(s) where the activity is to take place.
* The leader must give thought to the vertical and aquatic difficulty and commitment level. Some canyons (e.g. Macquarie Pass) have easier pull out points in the event of rising water or an emergency and despite having multiple abseils may be more suitable.
* Consideration of where “pinch points” may be in canyons and the effect that may have on student’s body temperature should be factored in to planning.
* The leader must be aware of canyon catchment areas and the likelihood of a canyon flooding. Available <https://ozultimate.com/canyoning/catchments.htm>
* The leader must access water level heights and flood warning information before entering a canyon. Available at these websites.
  + <http://www.bom.gov.au/australia/flood/>
  + <http://www.bom.gov.au/australia/warnings/index.shtml>

Additional Procedures:

* In addition to [Aquatic Procedures](#Aquatic), each participant must be able to swim for 100m and tread water for 5 minutes.
* Canyoning is only suitable for students in Year 9 and above.
  + easy, horizontal canyons may be considered for other year groups with written approval of the executive branch manager of Universal School Support.
* Competence in relevant techniques must be demonstrated by participants prior to higher grade canyons being used. This must include abseil training (ideally simulating canyoning).
* Participants must be given appropriate training in abseiling and river safety, paying attention to the dangers of flooding, and walking on slippery rock.
* A canyoning specific emergency plan must be thorough and cover;
  + difficulty in establishing communication,
  + a responsible person on back up who will notify authorities when a group is overdue. This person must have full details of the excursion and be contactable for the duration of the activity,
  + map and escape options.
* Thermal clothing should be carried or worn, and spare clothing must be waterproofed where appropriate.
* Rain jackets and thermal blankets must be taken where appropriate.
* PPE must include helmets being worn in the canyon.
* A stove (per group) or thermos should be taken on longer canyons where appropriate.
* Floatation is required in canyons that involve swimming.
* All [abseiling](#Abseiling) procedures must be followed where abseiling is involved in the activity.

Caving

Introduction:

Caving is entering and/or moving through an underground passage and/or cavern created by natural geological processes. Moving inside a cave is complicated by the total lack of natural light and hazardous terrain including vertical drops, uneven terrain, and squeezes. Cave environments are further complicated by a lack of communication and challenging access back to the surface.

These procedures refer to adventure caving and do not apply to guided tours through commercial caves.

Leader Requirements:

Horizontal

* AQF Certificate III in Outdoor Recreation/Leadership with specialisation in Caving, Horizontal.

Single Pitch caving

* AQF Certificate III in Outdoor Recreation/Leadership with specialisation in Caving, single pitch.

Multi Pitch caving

* AQF Certificate IV in Outdoor Recreation/Leadership with specialisation in Caving, multi pitch.

Supervision:

* Horizontal - 1:8.
* Single Pitch - 1:6.
* Multi Pitch – 1:5.

Venue:

* The leader must have first-hand knowledge of the area.
* There must be adequate safe and level space at the top and bottom of and drops.
* The rock must be judged to be sound and without significant risk of rock fall.
* The leader must be aware of cave catchment areas and the likelihood of a cave flooding.

Additional Procedures:

* Topics should include equipment, safety, movement techniques, clothing, terminology, safety, access, egress, toileting, and communication.
* Competence in relevant techniques must be demonstrated by participants prior to more complex caves being used. Any Single Roping Techniques (SRT) or the use of ladders must be practiced prior to being used underground.
* A caving specific emergency plan must be thorough and cover;
  + difficulty in establishing communication,
  + a responsible person on back up who will notify authorities when a group is overdue. This person must have full details of the excursion and be contactable for the duration of the activity,
* Thermal clothing should be carried or worn, and spare clothing must be waterproofed where appropriate.
* PPE must include helmets being worn in the cave.
* The impact of rope abrasion must be kept to a minimum.
* All [prusiking](#Prusik) procedures must be followed.
* All [abseiling](#Abseiling) procedures must be followed where abseiling is involved in the activity.
* A rescue bag appropriate to the cave must be readily accessible.
* A means of determining air quality must be available where required.

Cross Country Skiing (including snow shoeing)

Introduction:

Cross country skiing requires participants to use their own propulsion to cover snow covered terrain using ski’s or snowshoes. This terrain may include groomed trails or be through a variety of alpine terrain. Skis are generally longer and narrower than Alpine ski’s and the foot is often permanently attached by the toe to the ski. Snowshoes are large lightweight platform for the foot that is designed to enable a person to walk on soft snow without sinking. Weather and snow conditions can be very dynamic and changeable.

Leader Requirements:

Resort Based day trips:

* AQF Certificate III in Outdoor Recreation/Leadership with specialisation in ski touring or,
* Australian Professional Snow Sports Instructors (APSI) Nordic Level 1.

Remote day trips:

* AQF Certificate III in Outdoor Recreation/Leadership with specialisation in ski touring or,
* Australian Professional Snow Sports Instructors (APSI) Nordic Level 2.

Overnight:

* AQF Certificate IV in Outdoor Recreation/Leadership with specialisation in ski touring.

Supervision:

* Resort Based day trips - 1:12.
* Remote or non-resort - 1:8.
* Overnight - 1:6.

Venue:

* The leader must have first-hand knowledge of the area.
* The leader must have a contingency plan for bad weather.

Additional Procedures:

* Topics should include site, safety requirements, clothing, equipment, technique, food and water requirements, hypothermia and familiarised with emergency procedures.
* Establish procedures to ensure continuous supervision when on snow.

Additional Procedures for Remote trips:

* The leader must check all participants are competent and have adequate equipment/clothing (including spares) for the worst-case conditions before leaving.
* Spare and emergency equipment including sleeping bag, tent (bivvy bag), stove, clothes, sunglasses, and food must be carried.

Additional Procedures for overnight trips:

* Tents must be carried to accommodate the group.
* The leader must have experience on multi-day ski trips in the area.
* Inform relevant authorities of route, estimated return time, party size, escape route.
* If snow caves are to be used the leader must be experienced in cave construction and understanding of snow conditions.

High and Low Ropes Courses

Introduction:

High and Low Ropes Courses are a temporary, mobile, or permanent physical structure comprising of either an individual or series of elements, where a participant requires a fall protection system. Participants are required to use dexterity, strength, balance, and complex physical movements to successfully traverse the element or course of elements. Fall protection systems differ for low and high ropes elements.

Leader Requirements:

Challenge Ropes course Low Ropes:

* AQF Certificate III in Outdoor Recreation/Leadership with specialisation in Challenge Course, Low elements.

Challenge Ropes course High Ropes:

* AQF Certificate III in Outdoor Recreation/Leadership with specialisation in Challenge Course, High elements.

Birrigai Only:

* SISOCHC003 provided there is a staff member meeting the above leader requirements in the vicinity or within close radio contact of the staff member leading the activity.

Supervision:

* Low Ropes - 1:15.
* High Ropes - 1:10.

Venue:

* Prior to use, all structures and equipment must be inspected for suitability and integrity.
* Where the ropes course is a permanent structure, the operator must be able to provide written evidence of compliance with height safety regulations.

Additional Procedures:

* Training topics should include awareness of the hazards involved, downclimbing/access routes, belaying, correct spotting and landing technique.
* Participants must be aware the potential exists for injury where a fall is possible from one height to another.
* Appropriate measures must be in place to prevent falls.
* A range of risk mitigation strategies may be employed to minimise risk of injury from a fall. These may include;
  + soft fall,
  + reduced height limit,
  + spotting,
  + cleared landing zone.
* Participants must not be permitted to spot without direct supervision.
* PPE must include helmets.
* Participants belaying must have a backup until deemed competent by the leader.
* A suitable high ropes rescue kit must be immediately accessible.
* Participants must be double checked before leaving the ground for a High Ropes course.

Horse Riding

Introduction:

Horse riding is only suitable for participants under the following conditions:

* When an adult leads the horse by a rope or,
* Beginner horse riding programs and introductory trail rides.

Horse riding may involve height and speed and the negotiation of a variety of obstacles. Interaction with horses may be unpredictable.

Leader Requirements:

* AQF Certificate III in Outdoor Recreation/Leadership with specialisation in Horse Trail Riding or,
* Equestrian Australia Coach or,
* Riding for the Disabled Association of Australia Level 1 coach or,
* Horse Safety Australia Introductory Instructor.

Supervision:

* 1:6

Venue:

* Beginners should start in an enclosed venue with soft ground.
* Introductory trail rides must be on terrain that is suitable for beginners and is non remote.
* The leader must have firsthand knowledge of the venue and any associated hazards.
* External Providers who supply horses and gear only (no staff) are not permitted.

Additional Procedures:

* External Providers must be accredited by Horse Safety Australia or The Equestrian Federation.
* Topics should include; clothing, equipment, food and water requirements, packing, movement around horses and emergency procedures.
* PPE must include;
  + An Australian Standards approved helmet.
  + Half-soled boots, or shoes with a smooth sole and a heel,
  + Jogging shoes can be worn only if toe stoppers are used.
* Participants need to be aware that they are dealing with sensitive animals and should therefore behave with care and consideration.
* Participants should be aware that ‘ears back’ is a sign that the horse may kick or bite.
* Participants must be instructed in how to rise to the trot, turn, stop and start the horse before and while participating in trail rides.
* Horse riding is not permitted along or near open roads.

Kayaking

Introduction:

Kayaking involves the use of a kayak as a paddle-craft on the surface of the water. This includes the use of inflatable, sit on top, enclosed kayaks and 1-2-person pack or sports rafts. Kayaking may be conducted on inland flat water, moving or where the gradient is sufficient to create white water. Moving and White water may contain rocks, trees and other objects which can create complex and hazardous hydrological formations. White water may involve large and dynamic water volumes, is cold and has poor visibility. White water kayaking may be conducted in remote and steep gorge like terrain, making access and egress challenging.

Leader Requirements:

Flat Water:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Kayaking, Inland Flat Water or,
* Paddle Australia Flatwater Guide.

Moving and White Water:

* AQF Certificate IV Outdoor Recreation/Leadership with specialisation in Kayaking, Moving (grade 1) or White Water (grade 2) as relevant to the context or,
* Paddle Australia White Water Guide.

Supervision:

* Flat Water - 1:8.
* Moving and White Water - 1:6.

Venue:

* Participation in kayaking above grade 2 is not permitted.
* The leader must have knowledge of the area to be covered.

Additional Procedures:

* In addition to [Aquatic Procedures](#Aquatic), each participant must be able to swim for 100m and tread water for 5 minutes.
* Topics should include; clothing, equipment, paddling techniques, food and water requirements, packing, hypothermia, and emergency procedures (e.g. deep-water rescue).
* Participants may only use spray decks in cockpit style kayaks after demonstrating an ability to comfortably extricate themselves from the kayak in a flat-water environment.
* Each time a spray deck is used it must be inspected to ensure that the spray deck is fitted correctly with the release strap accessible.
* PPE must include footwear and a personal flotation device (PFD).
* Kayaks must have handholds at bow and stern in the form of loops or toggles, be unsinkable and able to support a person in the water by the presence of fixed buoyancy.
* Kayaks must be fitted with footrests that will not trap the paddler if the paddler's feet override them in a collision.

Additional Procedures for Moving and White Water

* Each participant must be deemed a competent flat-water paddler by the leader.
* All participants must have had a prior capsize drill practise in still water.
* Topics must include white-water swimming position, river hazards, river reading, strainers.
* PPE must include a purpose designed kayaking helmet.
* Each participant should be aware of group plans, formations, the nature of the river ahead, the location of any rescue gear and communication signals.

Mountain Biking (on dirt)

Introduction:

Mountain Biking is riding on unsealed surfaces with a variety of obstacles and terrain. This might include dirt roads, single track, open or rocky ground, and can involve manoeuvring through or around obstacles such as fallen or narrowly spaced trees, creeks, mud, rocks, man-made structures, and other technical features. Due to the type of terrain and obstacles to negotiate, the skills and cycle design required to mountain bike can differ to other forms of cycling.

Leader Requirements:

School Site Tracks classified as easy/beginner

* Nil.

Smooth Unsealed Surfaces with a shallow gradient:

* Nil.

Beginner (green trails):

* AusCycling Foundation Instructor Mountain Bike or,
* AQF Certificate III Outdoor Recreation/Leadership Cycle Touring, Off Road Trails Easy specialisation.

Intermediate (blue trails, easy off-road touring in a remote setting):

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Cycle Touring, Off Road Easy Trails or,
* AusCycling Development Instructor Mountain Bike or,
* Professional Mountain Bike Instructor Association (PMBIA) Level 1.

Advanced (black trails, intermediate and advanced off-road touring in a remote setting):

* AQF Certificate IV Outdoor Recreation/Leadership with specialisation in Cycle Touring, Off Road Intermediate Trails or,
* AusCycling Advanced Instructor Mountain Bike or,
* Professional Mountain Bike Instructor Association (PMBIA) Level 2.

Supervision:

* School Based Tracks - 1: Class group.
* Beginner - 1:10.
* Intermediate - 1:8.

Venue:

* The International Mountain Bicycling Association Track Difficulty Rating System must be used to classify the nature of the track being used. <http://www.ccmbc.com.au/uploads/kentishlatrobe/IMBA_Australia_Trail_Difficulty_Rating_System-July_2012.pdf>
* The leader should have thorough, recent knowledge of the route to be taken.
* The route should be subdivided to allow frequent rest stops.

Additional Procedures:

* Topics should include fitness, nutrition, skills/technique, safety, bike maintenance, peer pressure and pre-ride checks.
* PPE must include a bicycle helmet that meets Australian Standards to AS/NZS 2063: 2008.
* Bicycles must be checked for suitability and roadworthiness by the leader.
* Minimal loads should be carried, preferably in backpacks.
* The leader must have access to basic repair equipment – chain breaker, tubes, pump, and puncture repair kit.
* UHF radios should be used where appropriate e.g. during off school site excursions.
* Where heavy traffic is likely to be encountered, a vehicle should follow the group displaying a sign to warn other road users of the cycling party.
* Monitoring of any asthma sufferers, especially in cold and/or dusty conditions must occur.
* Speed must be carefully monitored and controlled on steep downhill grades.
* A process for keeping the group together must be established and followed.

Additional Procedures for Night Riding

* Route must have been recently ridden during daylight.
* Route to be in an environment closed to traffic.
* Bicycle or the rider must display a white light to the front and red light to the rear which can emit a steady or flashing light which is clearly visible for 200 metres.

Orienteering

Introduction:

Orienteering is an activity which participants aim to find a series of control markers at natural and man-made features located on the map. Orienteering can occur individually or in small groups within a variety of locations including urban and bushland type venues.

Leader Requirements:

Non-Remote:

* Nil.

Remote:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Bushwalking (or higher as relevant to the context).

Supervision:

* On school site - 1: Class group.
* Non-Remote - 1: Class group with a minimum of two adults.
* Remote - 1:10.

Venue:

* The area must be covered by a map with clearly defined boundaries.
* Careful consideration must be given to the venue to minimise hazards.
* Checkpoints should be major features that are clearly visible when approached.

Additional Procedures:

* Topics should include fitness, navigation skills, lost/emergency procedures, environmental hazards, first aid, boundaries, and timings.
* Only when participants are competent in navigation and have a basic understanding of contour interpretation should they be taken on bush orienteering activities.
* On bush courses, each individual participant or participant group should carry a whistle, a map in a plastic bag and a compass.
* For remote orienteering, participants must stay together in groups of at least 4 and carry an emergency kit.
* Participant groups are encouraged to carry mobile phones where appropriate.
* A school mobile phone should be used to facilitate communication in the field.
* The activity should be planned to finish well before dark.

Prusiking and Ascending Ropes

Introduction:

Prusiking and Ascending ropes is the ascension of ropes using either cord with friction knots, mechanical ascending devices, or a combination of both. This can be done in a variety of artificial and natural terrain and is often used to climb up a cliff or get out of a cave.

Leader Requirements:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Abseiling, Natural Surfaces or,
* Australian Climbing Instructors Association (ACIA) Single Pitch Guide.

Supervision:

* Artificial Surfaces 1:4 roping systems being used.
* Natural Surfaces - 1:3 roping systems being used.

Venue:

* The leader must be familiar with the area to be used and have a firsthand knowledge of access routes.
* The rock must be judged to be sound and without significant risk of rock fall.
* The used must be small and well defined, with the whole group supervised.

Additional Procedures:

* Topics should include equipment, safety, technique, belaying, terminology, lowering, cliff edge safety, access, egress, toileting, rock fall and communication.
* Extra supervision must be paid if participants are doing a changeover or knot bypass.
* Participants learning to prusik must be top rope belayed.
* Participants belaying must have a backup until deemed competent by the leader.
* Experienced participants can begin to prusik without a belay, only after being assessed as competent by the leader.
* Unbelayed participants must back up their prusiks by clipping into a knot on the rope below their prusiks.
* Prusiks or ascenders must be effective despite ropes that have become covered in mud, grease, or water.
* PPE must include a helmet.
* Each climber must be double checked prior to leaving the ground.
* The leader must have a rescue system in place that will enable efficient rescue in any foreseeable situation.
* All other [abseiling](#Abseiling) procedures must be followed where relevant.
* Rope protection must be used where required.

Rock Climbing

Introduction:

Climbing is ascending, traversing, or descending vertical or near vertical natural surfaces or artificial surfaces. Fall protection is provided by means of attachment via a harness and rope system to the cliff. Where [Abseiling](#Abseiling) is involved, all Abseiling procedures must be followed.

Leader Requirements:

Commercial Climbing Gyms:

* Nil.

Top Rope Artificial Surfaces:

* School Site Only – SISOCLM008 lead single pitch on artificial surfaces, top rope climbing or SISOCLA311 guide top rope climbing activities on artificial surfaces.
* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Climbing, Artificial Surfaces or,
* Australian Climbing Instructors Association (ACIA) Top Rope Guide.

Top Rope Single Pitch Natural Surfaces:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Climbing, Natural Surfaces, Top Rope, Single Pitch or,
* Australian Climbing Instructors Association (ACIA) Top Rope Guide.

Lead Single Pitch Natural Surfaces:

* AQF Certificate IV Outdoor Recreation/Leadership with specialisation in Climbing, Natural Surfaces Lead, Single Pitch or,
* Australian Climbing Instructors Association (ACIA) Single Pitch Guide.

Lead Multipitch Natural Surfaces:

* AQF Certificate IV Outdoor Recreation/Leadership with specialisation in Climbing, Natural Surfaces Lead, Multi Pitch or,
* Australian Climbing Instructors Association (ACIA) Multi-Pitch guide.

Supervision:

* Commercial Climbing Gyms - 1: Class group.
* Top Rope Artificial Surfaces - 1:4 climbing systems being used.
* Top Rope Single Pitch Natural Surfaces - 1:3 climbing systems being used.
* Lead Single Pitch Natural Surfaces – 1:2 climbing systems being used.
* Lead Multipitch Climbing Natural Surfaces - 1:3 students.

Venue:

* All artificial structures used for rock climbing must comply with the relevant standards.
* The leader must be familiar with the area and climbs to be used and have a firsthand knowledge of access routes through the cliffs.
* The rock must be judged to be sound and without significant risk of rock fall.

Additional Procedures:

* Topics should include equipment, safety, warmup, technique, belaying, terminology, lowering, cliff edge safety, access, egress, toileting, rock fall and communication.
* Participants must not carry out any belaying until they have received instruction and had practice with the belay system.
* Participants belaying must have a backup until deemed competent by the leader.
* Each climber must be double checked prior to leaving the ground.
* Tie-in points on the ground should be used where required.

Additional Procedures for lead climbing:

* Participants may lead climb provided the leader has deemed them competent at top rope climbing and a program of instruction undertaken appropriate for lead climbing.
* The first two leads must employ an additional top rope belay. Ideally, the top rope will have a small amount of slack to simulate actual leading more closely.
* Two subsequent leads must be on very well protected climbs.
* Climbs led by participants should be well protected and be approved by the leader.
* Participants should lower off in preference to abseiling.

Sail Boarding

Introduction:

Sail Boarding (or windsurfing) is an individual surface water sport combining the standing/balance elements of surfing and the sail and wind catching elements of sailing. Participants regularly fall into the water. Conditions for sail boarding often involve larger open expanses of water, which may be quite cold and exposed to the wind.

Leader Requirements:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Windsurfing or,
* Yachting Australia Australian Windsurfing Scheme - Basic Skills Instructor.

Supervision:

* 1:6.

Venue:

* Enclosed flat water.
* The leader must be familiar with the venue.
* Boundaries must be clearly defined, and instruction provided on how to return in the event a participant gets blown off course.

Additional Procedures:

* In addition to [Aquatic Procedures](#Aquatic), each participant must be able to swim for 100m and tread water for 5 minutes.
* Training topics should include; clothing, equipment, techniques, food and water requirements, packing, hypothermia, and emergency procedures (for example, self-rescue and staying with board).
* PPE must include a personal flotation device (PFD).
* Conditions must be suitable regarding anticipated weather, water, and wind.
* Equipment should be chosen with the experience of participants being paramount.
* The leader should have on hand basic rescue equipment including towrope.
* The leader should assess the need for a rescue boat.

Sailing – Small Boats, Dinghies and Catamarans

Introduction:

Sailing is a surface water sport involving the use of small boats, dinghies and catamarans being propelled by wind. In general, participants stay on top of the craft unless they capsize. Conditions for sailing often involve larger expanses of water, which may be quite cold and involve wind up to 20knots.

Leader Requirements:

Enclosed Waters:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Sailing Small Boats or,
* Australian Sailing Dinghy Instructor including Powerboat Handling.

Sheltered Coastal Waters:

* AQF Certificate IV Outdoor Recreation/Leadership with specialisation in Sailing Small Boats (including SISOSAI006) or,
* Australian Sailing Dinghy Instructor including Powerboat Handling.

Supervision:

* Use of a powered safety boat – 1 safety boat:6 boats.
* No powered safety boat – 1:3 boats where the leader is in one of the boats.

Venue:

* The leader should be familiar with the venue.
* Boundaries must be clearly defined, and instruction provided on how to return in the event a participant gets blown off course.

Additional Procedures:

* In addition to [Aquatic Procedures](#Aquatic), each participant must be able to swim for 100m and tread water for 5 minutes.
* Training topics should include; clothing, equipment, techniques, food and water requirements, packing, hypothermia, and emergency procedures (for example, self-rescue and staying with boat).
* PPE must include a personal flotation device (PFD).
* Conditions must be suitable regarding anticipated weather, water, and wind.
* Equipment should be chosen with the experience of participants being paramount.
* The leader should have on hand basic rescue equipment including towrope.
* A powered safety boat should be used for all beginner programs, the leader should assess the need for a powered safety boat with competent participants.
* The use of a powered boat for safety must comply with all licensing and regulatory requirements.
* Each boat must have:
  + paddle and bailer secured to the boat (if no rescue boat on the water),
  + centreboard and rudder secured to hull,
  + sufficient buoyancy to float on even keel after swamping of a mast that is completely sealed or drainable at the keel or easily lowered mainsail in upright or capsized position.

Additional Procedures for sheltered coastal waters:

* All participants must be deemed competent at sailing in enclosed waters by the leader prior to moving to sheltered coastal waters.
* A powered safety boat must be used for supervision and rescue.

SCUBA Diving

Introduction:

Self-Contained Underwater Breathing Apparatus (SCUBA) diving is diving underwater whilst breathing air from a hose connected to cylinders carried on the persons back. SCUBA is mainly associated with viewing the underwater environment. SCUBA may be shore or boat based and occur in a confined or open water environments. The different type of water bodies and pressure associated with depths involved carries different hazards and risks.

Leader Requirements:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in SCUBA Diving or,
* Scuba School International (SSI) Open Water Scuba Instructor or,
* Professional Association of Diving Instructors (PADI) Open Water Scuba Instructor.

Assistant Leader:

* Padi - Dive Master or,
* SSI – Dive Control Specialist.

Supervision:

Introductory

* Pool: 1:8.
  + or 1 leader and 1 assistant leader per 12 participants.
* Sheltered water: 1:4.
  + or 1 leader and 1 assistant leader per 6 participants.

Beginner

* Pool: 1:8.
  + or 1 leader and 1 assistant leader per 12 participants.
* Open water: 1:6.
  + or 1 leader and 1 assistant leader per 10 participants.

Qualified Open Water Diver

* Day time - 1:6.
  + or 1 leader and 1 assistant leader per 10 participants.
* Night-time – 1:4.

Venue:

* The leader must choose the dive sites to suit conditions and be familiar with the site, likely hazards, and access points.
* Weather and water conditions must be stable.
* Exit/entry points must have minimal water movement.

Additional Procedures:

* In addition to [Aquatic Procedures](#Aquatic), each participant must be able to swim for 200m and tread water for 5 minutes.
* Complete a full dive medical or a medical history checklist as prepared by a national association – for example, PADI, SSI.
* Participants must be a minimum age of 14 years.
* Participants must have completed theory requirements before open water diving.
* Topics should include theory, hypothermia, first aid, dive plan, communication, buddy system, pre-dive checks and safety.
* The leader must give a thorough briefing before the dive commences.
* No spear guns, hand spears or slings.
* The leader must carry a diving knife.
* All diving must be within limits of participants qualifications including depth.
* Dive boats must have suitable entry and be in constant surveillance.
* A diver’s flag must be displayed at the site.
* The leader must have knowledge of the location of nearest telephone and knowledge of Diver Emergency Service (telephone: 1800 088 200 within Australia).
* A buddy system must always be maintained.
* Oxygen must be available at the site.
* Dive tables or computers must be used when planning any subsequent dives.

Additional Procedures for Night Dives

* All participants must be deemed competent by the leader and have dived the site.
* Each diver must carry a torch.
* Each group must carry one spare torch.
* A ‘lost’ buddy procedure appropriate to night dives must be established.
* Hand signals appropriate to night diving must be establish.
* Cyalumes (Cyalume® - e.g. glow stick/chemical light stick) must be used and attached to each diver’s snorkel.
* A bright light must be placed on the entry/exit point.
* A shark shield per group is highly recommended.

Sea Kayaking

Introduction:

Sea Kayaking involves the use of a sea kayak as a paddle-craft on the surface of the water. This includes the use of sit on top and enclosed sea kayaks with a suitable design for the intended usage purpose. Sea kayaking may be conducted on inland flatwater, moving or tidal water, sheltered coastal water or open water.

Leader Requirements:

Enclosed Waters:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Sea Kayaking, Enclosed Water or,
* Paddle Australia Flatwater Guide.

Sheltered Coastal Waters:

Includes: estuaries, harbours, embayment’s or other sheltering reefs or islands with the following - maximum of 1.5 nautical miles from shore, wind conditions below fresh winds (17kn), breaking waves up to 0.5m, no surf.

* AQF Certificate IV Outdoor Recreation/Leadership with specialisation in Sea Kayaking, or,
* Paddle Australia Enclosed Sea Guide.

Exposed Waters:

* AQF Certificate IV Outdoor Recreation/Leadership with specialisation in Sea Kayaking, Exposed Waters or,
* Paddle Australia Sea Guide.

Supervision:

* Enclosed Waters - 1:8.
* Sheltered Coastal Waters - 1:6.
* Exposed Waters – 1:6.

Venue:

* The leader must choose the site to suit conditions and likely hazards and access points.
* The leader must supervise the entry and exits and be familiar with the venue.
* Weather and water conditions must be stable.
* Exit/entry points must have minimal water movement.

Additional Procedures:

* In addition to [Aquatic Procedures](#Aquatic), each participant must be able to swim for 100m and tread water for 5 minutes.
* Topics should include; clothing, equipment, food and water requirements, packing, paddling skills, hypothermia, and emergency procedures.
* Sea kayaks must;
  + not carry more than the number of participants for which it was designed,
  + be fitted with handholds at bow and stern in the form of toggles and deck lines to which a towrope may be attached,
  + be unsinkable and still be able to support a person when swamped by the presence of bulkhead(s) and fixed buoyancy.
* Participants may only use spray decks in cockpit style kayaks after demonstrating an ability to comfortably extricate themselves from the kayak in a flat-water environment.
* Each time a spray deck is used a staff member must inspect that the spray deck is fitted correctly with the release strap accessible.

Additional Procedures for sheltered coastal or exposed waters:

* Group rescue procedures must be taught before trips are undertaken.
* Participants must be assessed as competent by the leader prior to moving to more challenging conditions.
* Spray decks should be used where appropriate.
* Sea kayaks should have fitted deck lines and access to a pump or bailing system.
* Each paddle must be fitted with a leash.
* The leader must have access to basic rescue and repair equipment which may include towline, throw bag, knife, carabiners, spare paddle, map, waterproof torch, compass, bivvy bag and flares where appropriate.
* Formation positions should be nominated to prevent craft from being dispersed.
* Travel must not be beyond a returnable distance from shore under the worst conditions possible.

Snorkelling

Introduction:

Snorkelling involves swimming using a mask and snorkel, and usually fins. A snorkel is a short tube through which a person swimming just under the water surface can breathe through. It is mainly associated with viewing the underwater environment. Snorkel diving may include diving below the water surface whilst holding their breath. Snorkelling may be shore or boat based and occur in a confined or open water environments. The different type of water bodies can have different associated environmental hazards and risks.

Leader Requirements:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Snorkelling or,
* Scuba School International (SSI) Snorkel Instructor or Dive Control Specialist or,
* Professional Association of Diving Instructors (PADI) Dive Master or,
* AUF Level 1 Ocean Snorkel Coach.

Supervision:

* Confined water: – 1:12.
  + a swimming pool or a naturally formed water site no larger in area than an Olympic size pool with a depth of less than 5 metres, and which offers swimming pool like conditions with respect to water clarity, calmness, and access.
* Open Water – 1:8.
* Night – 1:4.

Venue:

* Conditions must be suitable for the skills and experience of the participants.
* Weather and water conditions must be stable.
* Exit/entry points must have minimal water movement. When using rock entries, a minimum of two exits must be identified.
* Bottom must be visible, with no big drop-offs.
* Must be free from obvious hazards and no snorkelling should occur within 20 metres of a boat ramp.

Additional Procedures:

* In addition to [Aquatic Procedures](#Aquatic), each participant must be able to swim for 100m and tread water for 5 minutes.
* Training must occur in confined water before being taken into open water.
* Topics should include practical and theory, hypothermia, first aid, dive plan, communication, buddy system, pre-dive checks and safety/hazards.
* The leader must give a thorough briefing before the dive commences.
* A diver’s flag must be displayed at the dive site or boat. Where the dive plan entails moving from point to point, a diver’s flag must be towed.
* The leader must carry a diving knife where appropriate.
* Limits must be set on group movements.
* Instruction must occur on hyperventilation and weight belt removal (where worn).
* First aid for local marine conditions (e.g. hot/cold water) must be available.

Additional Procedures for Night Dives

* All participants must be deemed competent by the leader and have dived the site.
* An adult must be positioned on the shore to monitor the participants and provide a reference point.
* Cyalumes (Cyalume® - e.g. glow stick/chemical light stick) must be attached to snorkels of all participants.
* Minimum of one torch per participant.
* Bright light must be placed on the entry/exit point for reference.
* Establish buddy procedure and hand signals appropriate to night dives.
* A shark shield per group should be used where appropriate.

Snowboarding

Introduction:

Snowboarding is resort-based snowboarding down groomed and lift-serviced trails/runs with fixed-heel bindings.

For remote or back country snowboarding, all [Cross Country skiing](#Cross_country_ski) procedures must be followed in addition to the relevant procedures below.

The School Leader in Charge must:

* Have evidence of at least 5 days (within 5 years) experience as an alpine skier or snowboarder.
* Have evidence (e.g. lesson plans) covering all additional procedures.

Leader Requirements:

* For lessons or back country, the leader must possess:
  + Australian Qualifications Framework (AQF) Certificate III in Outdoor Recreation with specialisation in snowboarding or,
  + Australian Professional Snowsport Instructors (APSI) Snowboard level 1.

Supervision:

* 1:15.

Venue:

* The School Leader in Charge must be familiar with the resort and the available emergency procedures and services.
* Contact should be established with rescue agencies and participant medical details given.
* Acceptable runs must be nominated by the School Leader in Chargeand resort maps carried.

Additional Procedures:

* Prior to the activity, participants must have training in;
  + appropriate clothing choices,
  + hypothermia signs and symptoms, prevention, and treatment,
  + food and hydration,
  + common injuries including snow blindness, sunburn, and soft tissue,
  + the importance of safe snowboarding, peer pressure and only boarding on runs suitable for their ability,
  + snow (including icy/hard) and weather conditions/implications,
  + what to do in an emergency and staff contact numbers.
* A briefing on the area (its runs and dangers) must be given.
* All participants should be instructed in efficient techniques on how to fall and get back up correctly.
* Participants must be made aware of the Australian Alpine Responsibility Code.
* <http://snowsafe.org.au/> provides an excellent resource to assist schools in facilitating this activity, including the [Attitude](http://snowsafe.org.au/video/attitude-a-snow-safety-film/) safety video.
* All participants (other than season pass holders) must receive lessons from a leader.
* Nominated meeting points with scheduled times must be used.
* PPE must include helmets and wrist guards.
* A buddy system must be used.
* A warmup session should be completed prior to activity.
* Participants should carry a waterproofed list of staff contacts, meeting times, lesson times, and tube times.

Stand Up Paddle boarding

Introduction:

Stand up paddle boarding (SUP) involves participants riding large floating boards and use a paddle to propel themselves on top of the water. SUP is facilitated on a variety of waterways that may include inland flat water (tidal or slow moving) or open water (small waves or sheltered coastal waters). SUP cannot be facilitated on white water with rapids of any grade.

Leader Requirements:

Inland flatwater:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Stand Up Paddle Boarding, Inland Flatwater or,
* Academy of Surfing Instructors Level 1 SUP Instructor (Enclosed Flat Water),
* Surfing Australia SUP Flat Water Coaching Course.

Small Wave conditions:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation in Stand Up Paddle Boarding, Surf or,
* Academy of Surfing Instructors Level 2 Stand Up Paddle Instructor (Exposed Waters).

Sheltered Coastal waters:

* AQF Certificate IV Outdoor Recreation/Leadership with specialisation in Stand Up Paddle Boarding, Sheltered Coastal Waters.

Supervision:

* Inland flatwater -1:8.
* Small Wave conditions -1:8.
* Sheltered Coastal waters -1:6.

Venue:

* Conditions must be suitable for the skills and experience of the participants.
* Weather and water conditions must be stable.
* Exit/entry points must have minimal water movement and be suitable for participants.
* Area must be free from obvious hazards.

Additional Procedures:

* In addition to [Aquatic Procedures](#Aquatic), each participant must be able to swim for 100m and tread water for 5 minutes.
* Topics should include practical and theory, hypothermia, first aid, communication, capsize skills, water conditions, boundaries, and safety/hazards.
* For beginners, on entry and exit and in water depth less than 1 metre, participants must paddle on knees or bottom.
* Boards must:
  + be of a suitable design, unsinkable and able to support a person in the water by the presence of fixed buoyancy and,
  + not carry more than the number of paddlers for which it was designed.
* The participant must be attached via a leg leash to the craft where appropriate.

Additional Procedures for Small Waves and Sheltered Coastal Waters

* All participants must be deemed competent by the leader prior to moving to more challenging conditions.
* For Small Wave conditions, there must be a minimum of one accompanying adult on the water with participants and one on the beach as an observer.
* PPE must include a personal flotation device (PFD).

Surf Craft Riding

Introduction:

Surf craft riding involves the use of surf, bodyboards, surf ski’s and wave skis to catch and ride a wave towards the shore. Surf craft riding is commonly facilitated on a beach break type location. The different type of water bodies, craft, wave conditions and environmental conditions carries different associated hazards and risks.

Leader Requirements:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation Surfing Beginner or,
* Surfing Australia Foundation surf coach or,
* Academy of Surfing Instructors Level 1 Surf Instructor.

Supervision:

* 1:8.

Venue:

* Surf craft riding should be conducted only when beaches and conditions are considered safe for the ability of the group.
* The venue must limit interaction with members of the public.

Additional Procedures:

* In addition to [Aquatic Procedures](#Aquatic), each participant must be able to swim for 100m and tread water for 5 minutes.
* Topics should include practical and theory, hypothermia, first aid, communication, wipe out procedures, etiquette, water conditions, boundaries, and safety/hazards.
* Rescue equipment must be available at the site for rescue.
* Boards must always be attached to the participant via a leg or wrist rope.
* First aid for local marine conditions (e.g. hot/cold water) must be available.
* Communication must be established to call participants out of the water when necessary.
* Beginner participants must use soft surf craft.
* Participants must be deemed competent by the leader prior to using a hard surf craft.

Water-skiing/Wakeboarding

Introduction:

Water-skiing/wakeboarding involves towing a participant on a variety of craft including water-ski’s, kneeboards, wakeboards, tubes, and biscuits on the surface of the water. Water-skiing/ wakeboarding may be boat powered or an artificial rope tow on a flatwater. The craft, water bodies and the speed involved may have different types of associated risks and hazards.

Leader Requirements:

Artificial Rope Tow (water park):

* Nil.

Boat powered:

* NSW Water Ski Federation Level 1 Certified Water Ski coach or,
* Water-ski and Wakeboard Australia National Coaching Accreditation Scheme, Level 1, and appropriate Boat license.

Supervision:

* Artificial Rope Tow (water park)
  + 2: Class group with at least one adult supervising on the shore.
* Boat powered
  + 2:1 with one boat driver and one observer.
    - the boat observer must be an adult familiar with the necessary signals.
    - duty of care must be maintained for participants waiting away from the activity.

Venue:

* The leader must know the regulations appropriate to the venue and to the activity.
* Weather and water conditions must be stable.
* Potential hazards such as snags, logs and currents must be assessed before commencing.
* If more than one boat is used, each boat must be allocated a specific area to operate.

Additional Procedures:

* In addition to [Aquatic Procedures](#Aquatic), each participant must be able to swim for 100m and tread water for 5 minutes.
* Topics should include communication/signals, techniques, hypothermia, first aid, wipe out procedures, etiquette, water conditions, boundaries, and safety/hazards.
* PPE for all participants and boat passengers must include a personal flotation device (PFD).
* PPE may include wetsuits and helmets when necessary.
* Participants must not be 'dropped off’ in shallow water.
* Planning must include provision for easy retrieval of participants from the water.
* Participants must be briefed on the retrieval system before skiing.
* Boats used or hired must:
  + have third party insurance with extension to cover all activities,
  + comply with the relevant requirements of the state or territory where the activity takes place,
  + carry appropriate safety equipment to comply with the requirements of the relevant licensing authority,
  + ropes and handles must float and should be brightly coloured.

White Water Rafting

Introduction:

White Water Rafting involves navigating a large (over 2 person) inflatable raft down a river, where the gradient is sufficient to create white water. Artificial or Natural environments are suitable for White Water Rafting. White water may contain rocks, trees and other objects which can create complex and hazardous hydrological formations. White water may involve large and dynamic water volumes, be cold and have poor visibility. White Water Rafting in Natural environments may occur in remote and steep gorge like terrain, making access and egress challenging.

Leader Requirements:

Artificial environments:

* Nil.

Natural environments:

Grade 2:

* AQF Certificate III Outdoor Recreation/Leadership with specialisation Rafting, Grade 2 rivers or,
* International Rafting Guide, Raft guide grade 2.

Grade 3 or 4:

* AQF Certificate IV Outdoor Recreation/Leadership with specialisation Rafting, Grade 3 or 4 rivers (as relevant to the context) or,
* International Rafting Guide, Raft guide grade 3 or 4.

Supervision:

* 1: Raft.

Venue:

* The leader must have a thorough knowledge of the area and a logged history of reconnaissance of the river(s) where the activity is to take place.
* Participation must not occur in water graded higher than Grade 4.

Additional Procedures:

* In addition to [Aquatic Procedures](#Aquatic), each participant must be able to swim for 100m and tread water for 5 minutes.
* Participants must be at least 12 years old and weigh at least 40 kilograms.
* Training topics should include; clothing, equipment, paddling techniques, river formations, hazards and hydrology, communication/signals, packing, hypothermia, and emergency procedures (e.g. water rescue).
* Instruction must cover;
  + procedures to follow if someone falls overboard/boat capsize,
  + Whitewater position,
  + how to hold on when going through Whitewater,
  + Tee grip protection,
  + not to fend off rocks.
* PPE must include enclosed footwear, a personal flotation device (PFD). A wetsuit/thermal clothing/cold water protection clothing where appropriate and a helmet.
* Each raft must have:
  + a hold-on rope of 10 millimetres in diameter minimum, which must be 'D' ringed to raft and kept tight,
  + multiple chambers and buoyancy,
  + one throw bag,
  + immediate access to a Whitewater rescue kit,
  + access to a repair kit.

1. Implementation Documents for Activities Above 1.5 Meters

For physical activities on the school site, where the entirety of the participants body is above 1.5 metres the following documentation is required:

Physical Activities Information for Parents

Dear Parents and Carers,

The following details relate to participation in (insert name of the physical activity/activities).

Dates/time: insert date here Location: School Site only

Purpose of Physical Activity/Activities: insert purpose here e.g. curriculum activities, unit name, team selection trails, training sessions and/or competitive fixtures.

Clothing and Equipment Packing list-

* Personal Protective Equipment (where necessary)
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Size: insert min/max group size here

Leader of the Physical Activities insert leader here

Assistant Leaders: insert other accompanying adults/external providers here

**Risk Assessment**: Available at the front office

**Contingency:** insert contingency plans here. This could include cancelling, alternative dates, that might be used to meet the outcomes.

Staff leading students in Physical Activities will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities**.**

Parents should be aware that staff members are not responsible for injuries or damage to property which may occur during participation, in all circumstances, staff have not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, wilful, or disobedient behaviour.

Kind Regards,

Teacher/Principal

Physical Activities Permission Note for Parents

I give permission for my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in year \_\_\_\_\_\_\_ to participate in the (Insert School here), (select most appropriate - curriculum activities, unit name, team selection trials, training sessions and/or competitive fixtures) for (insert the activity/activities) on (dates) and other details as outlined in the Physical Activities Information for Parents (including contingency plans).

*I agree to my child participating in the Physical Activity/Activities mentioned previously. I have discussed with my child the need for expected behaviour. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child.*

*I agree that my child will be under the authority of the school for the duration of the Physical Activity/Activities.*

The [Medical Information and consent](https://www.education.act.gov.au/publications_and_policies/implementation-documents/school-and-corporate-policies/school-activities/excursions/excursions-policy/attachment-4-medical-information-and-consent-form) form only needs to be completed once/year prior to the students first involvement in a Physical Activity/Activities unless there are changes to the details on this form. Are there any changes to this form?

Yes  No

If yes, an updated *Medical Information and Consent Form* is required to be completed (available through the front office).

Will your child require medication to be administered during the Physical Activity/Activities (e.g. allergy medication, pain relief)?

Yes  No

If yes, please complete a *Medication Authorisation and Administration Record* (available through the front office).

Is there any additional information you need to provide to support your child’s participation in this Physical Activity/Activities?

Yes  No

If yes, please provide these details

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please provide the following information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Medicare No:** |  | **Private Health Fund:** |  | **Membership No** |  |
| **Ambulance Fund: Parents are responsible for ambulance costs outside the ACT.** | | | | |

Name of Parent/Carer: (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Activities Principal Approval Checklist.

|  |  |  |  |
| --- | --- | --- | --- |
| School: | | | |
| Identify the Activity/Activities involved: | | | |
| Identify the purpose of the Physical Activity/Activities? Curriculum, unit name, selection trials, training sessions, competition. | | | |
| Date/s, Time/s: (include all recurring date/s/time/s if applicable): | | Year level/s involved and total number of student participants: | |
| Location: Address | | | |
| Teacher in Charge  Name:  Phone Number: | Other School Staff:  Name:  Phone Number: | | Accompanying Adults  Name:  Phone Number: |
|  | | | |
| Identify and attach the leader/s name/s and relevant qualifications. | | Name:  School/Organisation:  Qualification/s: | |
| Risk Assessment completed and attached | | Yes | |
| Student medical details have been reviewed by the teacher in charge. | | Yes | |
| Outline the provision of first aid. | |  | |
| Are the following completed and attached?   * Physical Activities - Information Note * Physical Activities - Permission Note for Parents | | Yes  Yes | |

*Schools to edit as appropriate*

Teacher in Charge: Principal:

Signature: Signature:

Date: Date:

Approved/Not Approved (please circle).

1. Implementation Documents for Contact Physical Activities

Contact Physical Activities Information for Parents

Dear Parents and Carers,

The following details relate to participation in (insert name of the contact physical activity/activities here e.g. Australian Football (AFL), Fencing, Martial Arts/Defence Training, Rugby League or Rugby Union) as a Contact Physical Activity/Activities.

Dates/time: insert date here Location: School Site only

Purpose of Contact Physical Activity: insert purpose here e.g. curriculum activities, unit name, team selection trails, training sessions and/or competitive fixtures.

Clothing and Equipment Packing list-

* Mouthguard
* Personal Protective Equipment (where necessary)
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Size: insert min/max group size here

Leader of the Contact Physical Activities insert leader here

Assistant Leaders: insert other accompanying adults/external providers here

**Risk Assessment**: Available at the front office

**Contingency:** insert contingency plans here. This could include cancelling, alternative dates, that might be used to meet the outcomes.

Staff leading students in Contact Physical Activities will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities**.**

Parents should be aware that staff members are not responsible for injuries or damage to property which may occur during participation, in all circumstances, staff have not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, wilful, or disobedient behaviour.

Kind Regards,

Teacher/Principal

Contact Physical Activities Permission Note for Parents

I give permission for my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in year \_\_\_\_\_\_\_ to participate in the (Insert School here), (select most appropriate - curriculum activities, unit name, team selection trials, training sessions and/or competitive fixtures) for (insert the activity/activities e.g. Australian Football (AFL), Fencing, Martial Arts/Defence Training, Rugby League or Rugby Union) as a Contact Physical Activity/Activities on (dates) and other details as outlined in the Contact Physical Activities Information for Parents (including contingency plans).

*I agree to my child participating in the Contact Physical Activity/Activities mentioned previously. I have discussed with my child the need for expected behaviour. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child.*

*I agree that my child will be under the authority of the school for the duration of the Contact Physical Activity/Activities.*

I understand that mouth protection is mandatory for this activity.

I understand the Education Directorate recommends the use of headgear for this activity.

The [Medical Information and consent](https://www.education.act.gov.au/publications_and_policies/implementation-documents/school-and-corporate-policies/school-activities/excursions/excursions-policy/attachment-4-medical-information-and-consent-form) form only needs to be completed once/year prior to the students first involvement in a Contact Physical Activity unless there are changes to the details on this form. Are there any changes to this form?

Yes  No

If yes, an updated *Medical Information and Consent Form* is required to be completed (available through the front office).

Will your child require medication to be administered during the Contact Physical Activity/Activities (e.g. allergy medication, pain relief)?

Yes  No

If yes, please complete a *Medication Authorisation and Administration Record* (available through the front office).

Is there any additional information you need to provide to support your child’s participation in this Contact Physical Activity/Activities?

Yes  No

If yes, please provide these details

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please provide the following information:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Medicare No:** |  | **Private Health Fund:** |  | **Membership No** |  |
| **Ambulance Fund: Parents are responsible for ambulance costs outside the ACT.** | | | | |

Name of Parent/Carer: (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Onsite Contact Physical Activities Principal Approval Checklist.

|  |  |  |  |
| --- | --- | --- | --- |
| School: | | | |
| Identify the Activity/Activities involved: Australian Football (AFL), Fencing, Martial Arts/Defence Training, Rugby League/ Union | | | |
| Identify the purpose of the Contact Physical Activity/Activities? Curriculum, Selection Trials, Training Sessions, Competition. | | | |
| Date/s, Time/s: (include all recurring date/s/time/s if applicable): | | Year level/s involved and total number of student participants: | |
| Location: Address | | | |
| Teacher in Charge  Name:  Phone Number: | Other School Staff:  Name:  Phone Number: | | Accompanying Adults  Name:  Phone Number: |
|  | | | |
| Identify and attach the leader/s name/s and relevant qualifications. | | Name:  School/Organisation:  Qualification/s: | |
| Risk Assessment completed and attached | | Yes | |
| Student medical details have been reviewed by the teacher in charge. | | Yes | |
| Outline the provision of first aid. | |  | |
| Are the following completed and attached?   * Contact Physical Activities - Information Note * Contact Physical Activities - Permission Note for Parents | | Yes  Yes | |

*Schools to edit as appropriate*

Teacher in Charge: Principal:

Signature: Signature:

Date: Date:

Approved/Not Approved (please circle).