

Primary School Programmes
Multi-Sports and Skating:

EOTC Event Proposal - PART A
(updated: July 2021)



Class / Classes : Multi-sports Programme (Term 3)

- Monday TAKP - max 44 students (Yr 0-6)
- Tuesday Tahatai Coast School - max 44 students (Yr 0-6)
- Wednesday Golden Sands - max 33 students (Yr 0-6)

Class / Classes : Skating Programme (Term 3)

- Tuesday - Papamoa Primary School (x2 classes) - max 20 students
- Thursday - Golden Sands School (x2 classes) - max 20 students

People in Charge :

Janna McLean (Founding Director - Active Sparks)

1. Purpose of the EOTC Event:

- Multi-Sport Programme
- Skating Programme

2. Specific Educational Objectives and Curriculum Links:

- After-school Sports Programme

3. Site / s where the EOTC event will take place:

- Te Akau Ki Papamoa, Golden Sands School, Tahatai Coast School, Papamoa Primary School

4. Dates and Times: Multi-sports

Once per week for 8 weeks, starting week 1 of Term 3 (2.30pm-3.45pm)

- Monday TAKP; Starting Monday 26th July, 2021
- Tuesday Tahatai Coast School; Starting Tuesday 27th July, 2021
- Wednesday Golden Sands; Starting Wednesday 28th July, 2021

4b. Dates and Times: Skating Programme

Once per week for 8 weeks, starting week 1 of Term 3 (starting approx 2.30pm - 45 min lessons)

- Tuesday Papamoa Primary School; Starting Tuesday 27th July, 2021
- Thursday Golden Sands; Starting Wednesday 28th July, 2021

5. Transport arrangements:

N/A

6. Details of Outside Provider/s to be used in the EOTC activities

- Active Sparks www.activesparks.co.nz

7. Proposed overall cost and financial arrangements. (please include how much from fundraising, how much are student contributions, how much are from class budget.)
- Multi-sports Programme = \$89 per student for the term (inc GST)
 - Skating Programme = \$105 per students for the term (inc GST)

8. Any other information to add to your application: N/A

Signed: Janna McLean
Programme Leader



Primary School
Multi-Sports and Skating Programmes:

EOTC Event Proposal - PART B

1. Details of Programmed Activities

- Multi-Sport = Sports may include: Football, Basketball, Rippa, Hockey, Cricket, Tennis, Golf, Aussie Rules, Orienteering, Dodgeball, Handball, Volleyball etc
- Skating = rollerskating or rollerblading

2. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party.

- Janna McLean: Lead Coach (Bachelor of Physical Education and Health). Facilitating coaches and overseeing programme
- Romina Silva Rojas: Lead Coach for Skating *see activesparks.co.nz

3. Names, relevant experience, qualifications and specific responsibilities of OTHER ADULTS accompanying the party.

- Active Sparks team of coaches; *see www.activesparks.co.nz

4. Existing Knowledge of EOTC event site and whether a pre-visit is intended.

- All Primary Schools. Pre-visit will occur

5. Size and Composition of the Group:

- Age Range: Yr 0-6
- Total Number of Students: Varies depending on school. TBC
- Adult to Student Ratio: 1:10 - Multi-sport, 1:20 - Skating

6. Parent Consent Gained

- **YES** - through booking process

• **7. Medical Consent Forms Returned**

YES - through booking process

8. Names and brief details of Students with Special Educational or Medical Needs:

- TBC - will be populated on group registers (details filled out upon registration by parents).

9. Teacher in Charge:

Full Name: Janna McLean

Signed: *Janne McLean*

EOTC RAMS Form (updated: July 2021)
Multi-sports Programme

Name: Janna McLean (Phone: 020 40052589) + coaches (TBC)
Class: Max 44 Students (x4 coaches plus a lead coach). numbers vary depending on the school
Years: Y0-6
Groups: IBC dependent on bookings prior to programme starting.

Date: Monday - Wednesday (Term 3)
Venue: Te Akau ki Papamoa, Golden Sands School, Papamoa Primary School, Tahatai Coast School
Activity/Situation: Multi-Sport Programme

RISK ANALYSIS MANAGEMENT SYSTEM														
Locations: Te Akau ki Papamoa, Golden Sands School, Tahatai Coast School Multi-Sport Programmes			Date: Monday - Wednesday, for 8 weeks duration during term 3			Type of Activity & No. of Participants: max 44 students Description of participants (e.g. primary school, GRX, youth): Primary Year 0 - Year 6						Organiser: Active Sparks		
Hazard No.	Potential Hazard or Risk	Causes <i>What could cause it to happen?</i>			Priority	It is practicable to:					Mitigation <i>How could we prevent it from happening?</i>	Responsibility		
			Likelihood	Impact		Eliminate Yes No	Isolate Yes No	Minimise Yes No						
People <i>Participants , Volunteers and Staff e.g. individual abilities and fitness, attitudes, age, experience, health conditions, drugs and alcohol, allergies</i>														
1	Medical Conditions ie. Asthma, allergies	Pre-existing medical conditions may cause the participant to become unwell during the activity.	Unlikely	Catastrophic	Medium		√		√	√		All participants will have completed information and consent forms with personal information notifying of any pre-existing medical conditions prior to the programme starting. All participants who require it, will have any emergency medication handy and available at the event. The Lead Coach in charge will have access to medication. Qualified First Aid staff are onsite. Students are not allowed to share food or drinks at any time.	Coaches are responsible for their students / players during relevant rotations. Lead Facilitators are first aid qualified.	
2	Ability/ fitness and experience level of participant	Lack of conditioning and skill to cope with activity leading to injuries (Soft tissue – sprains, strains and bruising, potential for impact with another player or the ground)	Moderate	Moderate	Medium		√		√	√		Coaches in charge will adequately prepare students for movement and activity at the start of each session. Qualified First Aid Staff are onsite.	Coaches are responsible for their students / players at each rotation.	
3	Coach Capability	Capability of coaches can vary. Specific levels of qualifications essential for some coaches to deliver a fun and safe event.	Unlikely	Minor	Medium		√	√		√		All coaches will undertake training and upskill prior to the programme starting and throughout their contract to ensure quality coaching, health and safety and procedures are being met. Coaches will have sufficient knowledge of the relevant sports to ensure safe and fair play by all participants.	Active Sparks will appoint and train participating coaches.	
4	Student behaviour whilst at programme.	Failure to acknowledge restricted areas and playing zones. Participants can go missing or have an accident.	Unlikely	Catastrophic	High		√		√	√		All participating students will be made aware of the programme protocols at the start of each session (e.g expectations, rules and sport zones). Restricted areas will be outlined. They must arrive and stay in the designated area immediately following the end of school bell. They are to remain in the relevant sport zone for the entirety of each session. No students are to leave the school unless escorted by a parent / caregiver or if prior communication has been given. Appropriate behaviour and tidiness at the venue will be stipulated throughout the programme.	Coaches are responsible for their students / players Breaches of Safety / Rules will be brought to the attention of the Lead facilitator and dealt with firmly.	
5	Spectators / Parents	Failure to acknowledge restricted areas and no go zones.	Unlikely	Minor	Medium		√		√	√		Lead Coaches will be responsible for the behaviour of the spectators and parents that support their children.	Coaches are responsible for their students / players Breaches of Safety / Rules will be brought to the attention of the Lead facilitator and dealt with firmly.	

Equipment													
Suitable clothing, specific gear relevant to the activity, equipment meets the abilities of the participant, relevant safety gear, first aid kit													
1	Ball, cones, hockey sticks, bibs,	Equipment provided by the relevant school. Mis-use of equipment.	-	-	-		√		√	√		The equipment will be in the relevant PE shed. Safety precautionary measures will be taken for sports that pose higher risk. Equipment used will be relevant to students' ages and abilities. Equipment that is broken/damaged will not be used. Students will be informed of the safety rules when using or carrying the equipment. Students who fail to use the equipment properly will be communicated with and then equipment will be removed from their possession if required.	Lead Facilitator, Coaches and School
2	Goal Posts / Goals / Nets	Coaches to check that the equipment is safe and secure before starting (field set up)	Moderate	Moderate	High		√		√	√		The grounds will be surveyed by Coaches before the session starts and activities set up in safe zones. Broken or damaged goals/equipment will not be used.	Lead Facilitator and Coaches
3	Clothing and Footwear	All equipment / clothing to be checked by coaches before the programme commences. Players may wear bare feet.	Unlikely	Minor	Low		√		√	√		Players are not to wear jewellery whilst playing. Players must wear appropriate footwear or remain in bare feet. Parents are informed that the recommendation is for their child to wear appropriate footwear. There are to be no spikes worn in the sessions. Coaches to check players' clothing and that players wear bare feet for games. Students are required to wear appropriate active wear (school uniform is allowed). Clothing and footwear expectations will be emailed to parents prior to the programme starting. Students are encouraged to wear sun hats during the summer terms.	Coaches
Environment													
Weather, terrain, infrastructure – bridges, roads, maintenance work; other events at the same time, spectators and public – keep safe													
1	Ground Conditions	Ensure that Lead Facilitator checks grounds before teams play on it (Check for potholes) Monitor the environment.	Moderate	Moderate	High		√		√		√	The grounds will be surveyed by Coaches before the session starts and activities set up in safe zones.	Lead Facilitator, Coaches
2	Weather	The Lead Facilitator is empowered to postpone the session if weather conditions render the playing area unsafe. Session to be stopped if the playing field becomes unsafe. Ensure sunscreen and shelter.	Unlikely	Moderate	Medium		√		√		√	An early postponement call will be made by 1pm on the day by the Lead Facilitator due to poor / unsafe weather. Coaches will be briefed to ensure their students / players are drinking water and using sunscreen etc. Students will be required to sit down and eat and drink prior to the session starting.	Lead Facilitator, Coaches
3	Meeting Area	Ensure the meeting area is safe under surveillance.	Moderate	Moderate	High		√		√		√	Students will be briefed where to meet and where to store their bags and personal belongings. Parents are informed of pickup location. Students must remain in the designated pickup zone until parents collect them or unless parents specify alternative arrangements with staff. A staff member will remain with children until all children have been picked up.	Lead Facilitator, Coaches
Who has the overall responsibility of the activity: Janna McLean - Director of Active Sparks If the activity is to be held at an “owned” location Venue - Health and Safety Plans must be sighted and checked and attached to this form for signing off All locations must be inspected prior to an activity/event taking place and an on the day checklist completed.													
Comments:													
Responding to an incident: Procedure for treatment for injuries: Minor will be treated on site with the assistance of Coaches and Lead Facilitator. In the unlikely event of a serious injury , the Event Manager or other suitably qualified person will assess the patient, call an Ambulance, keep the patient calm and reassured, treat any symptoms, and continually monitor until help arrives. An incident form will be completed after the event and the incident investigated with a report given to their manager. Staff must read and attach a copy of the relevant response plan for identified incidents.													
Prepared by: Janna McLean (Active Sparks)		Authorised by Team Leader: Janna McLean			Signed off by Sport Manager:						Approved Sport Manager :		

EOTC RAMS Form (updated: July 2021)
Skating Programme

Name: Janna McLean (Lead Coach - Phone: 020 40052589) + Romina Silva Rojas (Lead Skate Coach - Phone: 0273375010)
Class: Max 20 Students - numbers vary depending on the school
Years: Y 0-6
Groups: TBC dependent on bookings prior to programme starting.

Date: Tuesday - Thursday (Term 3)
Venue: Golden Sands School, Papamoa Primary School, Tahatai Coast School (TBC)
Activity/Situation: Skating Programme

RISK ANALYSIS MANAGEMENT SYSTEM															
Locations: Papamoa Primary School, Golden Sands School, Tahatai Coast School Skating Programmes			Date: Tuesday - Wednesday, for 8 weeks duration during term 3			Type of Activity & No. of Participants: max 20 students Description of participants: Primary School Students: Year 0 - Year 6						Organiser: Active Sparks			
Hazard No.	Potential Hazard or Risk	Causes <i>What could cause it to happen?</i>				It is practicable to:						Mitigation <i>How could we prevent it from happening?</i>	Responsibility		
			Likelihood	Impact	Priority	Eliminate Yes No	Isolate Yes No	Minimise Yes No							
People <i>Participants , Volunteers and Staff e.g. individual abilities and fitness, attitudes, age, experience, health conditions, drugs and alcohol, allergies</i>															
1	Medical Conditions ie. Asthma, allergies	Pre-existing medical conditions may cause the participant to become unwell during the activity.	Unlikely	Catastrophic	Medium		✓		✓	✓		All participants will have completed information and consent forms with personal information notifying of any pre-existing medical conditions prior to the programme starting. All participants who require it, will have any emergency medication handy and available at the event. The Lead Coach in charge will have access to medication. Qualified First Aid staff are onsite. Students are not allowed to share food or drinks at any time.	Coaches are responsible for their students / players during relevant rotations. Lead Facilitators are first aid qualified.		
2	Ability/ fitness and experience level of participant	Lack of conditioning and skill to cope with activity leading to injuries (Soft tissue – sprains, strains and bruising, potential for impact with another player or the ground)	Moderate	Moderate	Medium		✓		✓	✓		Coaches in charge will adequately prepare students for movement and activity at the start of each session. Programmes are designed and coached according to students' ages and ability level. Qualified First Aid Staff are onsite.	Coaches are responsible for their students / players at each rotation.		
3	Coach Capability	Capability of coaches can vary. Specific levels of qualifications essential for some coaches to deliver a fun and safe event.	Unlikely	Minor	Medium		✓	✓		✓		Only experienced Skate Coaches are able to lead this programme. All coaches will undertake training and upskill prior to the programme starting and throughout their contract to ensure quality coaching, health and safety and procedures are being met. Coaches will have sufficient knowledge of the relevant sports to ensure safe and fair play by all participants.	Active Sparks will appoint and train participating coaches.		
4	Student behaviour whilst at programme.	Failure to acknowledge restricted areas and playing zones. Participants can go missing or have an accident.	Unlikely	Catastrophic	High		✓		✓	✓		All participating students will be made aware of the programme protocols at the start of each session (e.g expectations, rules and sport zones). Restricted areas will be outlined. They must arrive and stay in the designated area immediately following the end of school bell. They are to remain in the relevant sport zone for the entirety of each session. No students are to leave the school unless escorted by a parent / caregiver or if prior communication has been given. Appropriate behaviour and tidiness at the venue will be stipulated throughout the programme.	Coaches are responsible for their students / players Breaches of Safety / Rules will be brought to the attention of the Lead facilitator and dealt with firmly.		
5	Spectators / Parents	Failure to acknowledge restricted areas and no go zones.	Unlikely	Minor	Medium		✓		✓	✓		Lead Coaches will be responsible for the behaviour of the spectators and parents that support their children.	Coaches are responsible for their students / players Breaches of Safety / Rules will be brought to the attention of the Lead facilitator and dealt with firmly.		
Equipment Suitable clothing, specific gear relevant to the activity, equipment meets the abilities of the participant, relevant safety gear, first aid kit															

1	Ball, cones, hockey sticks, bibs,	Equipment provided by the relevant school. Mis-use of equipment.	-	-	-		✓		✓	✓		The equipment will be in the relevant PE shed. Safety precautionary measures will be taken for sports that pose higher risk. Equipment used will be relevant to students' ages and abilities. Equipment that is broken/damaged will not be used. Students will be informed of the safety rules when using or carrying the equipment. Students who fail to use the equipment properly will be communicated with and then equipment will be removed from their possession if required.	Lead Facilitator, Coaches and School
2	Goal Posts / Goals / Nets	Coaches to check that the equipment is safe and secure before starting (field set up)	Moderate	Moderate	High		✓		✓	✓		The grounds will be surveyed by Coaches before the session starts and activities set up in safe zones. Broken or damaged goals/equipment will not be used.	Lead Facilitator and Coaches
3	Clothing and footwear	All equipment / clothing to be checked by coaches before the programme commences. Players may wear bare feet.	Unlikely	Minor	Low	✓			✓	✓		Players are not to wear jewellery whilst playing. Players must wear helmets and their own roller-skates or roller-blades (unless borrowing from Active Sparks). Students are required to wear appropriate active-wear (school uniform is allowed but leggings/trousers are recommended in case of falls). Clothing and footwear (skate) expectations will be emailed to parents prior to the programme starting.	Coaches
Environment Weather, terrain, infrastructure – bridges, roads, maintenance work; other events at the same time, spectators and public – keep safe													
1	Ground Conditions	Ensure that Lead Facilitator checks grounds before teams play on it (Check for potholes) Monitor the environment.	Moderate	Moderate	High		✓		✓		✓	The grounds/skating surface (courts) will be surveyed by the Lead Coaches before the session starts and activities set up in safe zones.	Lead Coach
2	Weather	The Lead Facilitator is empowered to postpone the session if weather conditions render the playing area unsafe. Session to be stopped if the playing field becomes unsafe. Ensure sunscreen and shelter.	Unlikely	Moderate	Medium		✓		✓		✓	An early postponement call will be made by 1pm on the day by the Lead Facilitator due to poor / unsafe weather. Coaches will be briefed to ensure their students / players are drinking water and using sunscreen etc. Students will be required to sit down and eat and drink prior to the session starting.	Lead Facilitator, Coaches
3	Meeting Area	Ensure the meeting area is safe under surveillance.	Moderate	Moderate	High		✓	✓		✓		Students will be briefed where to meet and where to store their bags and personal belongings. Parents are informed of pickup location. Students must remain in the designated pickup zone until parents collect them or unless parents specify alternative arrangements with staff. A staff member will remain with children until all children have been picked up.	Lead Facilitator, Coaches
Who has the overall responsibility of the activity: Janna McLean - Director of Active Sparks If the activity is to be held at an “owned” location Venue - Health and Safety Plans must be sighted and checked and attached to this form for signing off All locations must be inspected prior to an activity/event taking place and an on the day checklist completed.													
Comments:													
Responding to an incident: Procedure for treatment for injuries: Minor will be treated on site with the assistance of Coaches and Lead Facilitator. In the unlikely event of a serious injury , the Event Manager or other suitably qualified person will assess the patient, call an Ambulance, keep the patient calm and reassured, treat any symptoms, and continually monitor until help arrives. An incident form will be completed after the event and the incident investigated with a report given to their manager. Staff must read and attach a copy of the relevant response plan for identified incidents.													
Prepared by: Janna McLean (Active Sparks)		Authorised by Team Leaders: Janna McLean and Romina Silva Rojas			Signed:								