

ADFBA –Safety Management Plan

References:

- A. ADFBA Constitution
- B. Defence Work Health & Safety Manual
- C. Work, Health and Safety Act 2011
- D. Sports Medicine Australia Smartplay Safety Guidelines for Sporting Clubs, Associations and Facilities, 2000
- E. Basketball Australia
- F. FIBA Official Basketball Rules 2014

Introduction

1. Whenever the ADFBA participate in Basketball events there is a duty of care to consider all reasonably foreseeable risks and to make informed and well considered decisions regarding these risks. This Sports Safety Management Plan (SSMP) indicates the considered and systematic approach to how we will manage the risks associated with Basketball. Importantly, the SSMP is not designed to inhibit competition but to improve the likelihood that all players will be fit for, and prevent injury from, playing Basketball. It is more cost effective to integrate safety management into the planning stages than to administer rehabilitation and compensation services later and the premature loss of personnel due to serious injury.
2. The aim of this SSMP is to encourage safe environments for all personnel associated with competition and training events. It is the responsibility of all members to adhere to the SSMP and requirements of Defence Work, Health and Safety Manual. Through encouraging all personnel to be involved in risk management, personal sporting practices in areas such as fitness and organisation will improve.
3. This SSMP has been constructed by evaluating our sporting environment and deciding on how we will manage the risks that are both inherent and associated with the sport. References have been utilised as a guide and compliance measure to develop the ADFBA SSMP. SSMP documents safety procedures and policies to ensure that all players and officials are all aware of the requirements. It provides a guide by which the ADFBA can assess, manage and evaluate reasonable foreseeable hazards that impact risk to health and safety. Finally the SSMP ensures that safety knowledge is firmly embedded within our corporate knowledge in addition to individuals who may not be always available, especially in the long term.

Risk management strategy

4. Risk is defined as “the possibility that harm (death, injury or illness) might occur as a result of exposure to a hazard”. Risk is often expressed in terms of a combination of consequences of an event and associated likelihood.
5. Risk management seeks to understand risk and the processes involved to eliminate risk So Far As Reasonably Practicable (SFARP) and where not reasonably practicable minimise those risks SFARP. The process defines, identifies, assesses, evaluates and responds to the risk. A key component of the risk management process is communication with all members, monitoring and review of risks throughout ADFBA sporting events. Risk management is administered through documented decisions and policies addressing risk.

Purpose

6. The purpose of this plan is to detail the ADFBA policy for dealing with basketball related sports safety risks where the ADFBA conducts and participates in basketball competitions or training events and activities.

Scope

7. This document is comprised of sections as follows:
- a. Section 1 The ADFBA safety monitoring
 - b. Section 2 Authorisations
 - c. Section 3 Supervision
 - d. Section 4 Approval to play
 - e. Section 5 Injury surveillance and management
 - f. Section 6 Health policies and guidelines
 - g. Section 7 First Aid
 - h. Section 8 Coaches and officials
 - i. Section 9 Equipment
 - j. Section 10 Playing environment and facilities
 - k. Section 11 Physical injury prevention strategies

Application

8. The SSMP is applicable to all members of the ADFBA involved in training or competitions. These competitions include, but are not limited to:
- a. ADFBA sponsored basketball competitions such as Inter - Service Carnivals
 - b. ADFBA sponsored basketball competitions such as the Combined Services Tournament (National Carnival)
 - c. State/Territory and ADFBA training activities
 - d. ADFBA sponsored activities that involve training, competitions and community engagement, clinics and public relation events.

Definitions

9. The following definitions apply to this SSMP:
- a. ADFBA – Australian Defence Force Basketball Association
 - b. Member – any player, official, manager, coach or medical staff involved in an ADFBA activity.

- c. ADFBA sponsored activities are all competitions, tours, events, training, Inter-Service carnivals, public relations events where ADFBA officials/players have a role in coordinating players and other personnel in support of Basketball.
- d. Co-ordinator (Co-ord) and Officer- In- Charge (OIC), depending on ADFBA event are supervisory roles for that event. Due to the scale of the event and numbers involved, one person may assume both roles.

SECTION 1 – ADFBA SAFETY MONITORING

1.1 The ADFBA undertakes to monitor the safety aspects of Basketball. This will be achieved by:

- a. Appointment of an OIC to oversee the planning and application of risk controls for the respective event
- b. Appointment of a Safety Officer through Games Commissioner for large events such as Combined National Tournaments
- c. Encouraging comments or feedback from members on safety aspects of activities through both formal (written) and informal (verbal debriefs)
- d. Inviting robust discussion on safety issues at AGM/Committee meetings
- e. Ensuring that safety issues have an agenda item at each Executive Committee and Annual General Meeting
- f. Ensuring that the condition of protective equipment is monitored bi-annually, and / or IAW manufacturers instructions before competition and immediately after competition
- g. Injury surveillance is monitored and following analysis of the circumstances surrounding the injuries, ADFBA will liaise with the appropriate personnel to address the issues highlighted in the injury surveillance and follow documentation requirements.

SECTION 2 – AUTHORISATION

2.1. **President.** The President of ADFBA is responsible for ensuring the events are conducted in a safe environment. This includes International, National and State competitions, associated training sessions and public relations events. The President may delegate this responsibility to the OIC and/or Co-ord.

2.2 **OIC and Coaches.** The OIC and Coaches have been delegated authority to select the most appropriate members from their state/territory who participate in the relevant Inter-Service competition to compete at the Combined Services national carnival.

2.3 **Member Participation.** All members must have Commanding Officer/Officer Commanding approval to participate in ADFBA sponsored tournaments, carnivals and tours.

SECTION 3 – SUPERVISION

3.1 **Supervisor appointments.** Within the ADFBA, there are several appointments that have specific responsibilities within this SSMP for supervision and implementation of safety related issues. This does not exclude any other official, manager, coach or player from noting, reporting and acting on safety issues as identified in the Work, health and Safety Act 2011, but defines the personnel in the organisation that hold the technical responsibility. These positions are:

- a. President
- b. Vice President
- c. Co-ordinator (Co-ord)
- d. Games Commissioner (GC)
- d. OIC

3.2 All ADFBA events will have a designated OIC. For all injuries received during an ADFBA event the member is to complete a WHS event through 'Sentinel' on the DRN, the OIC is to complete Sentinel reporting, as Supervisor, appoint an appropriate Investigator and approving authority. For example, at a Combined Tournament, the ADFBA Vice President would be the investigator and the President the approving authority.

3.4 **Co-ord.** The Co-ord is to ensure that the following supervisory positions are manned and duties are filled during an ADFBA event:

- a. Games Commissioner is appointed for every game conducted at a Combined National Tournament and is aware of responsibilities IAW ref A.
- b. Emergency procedures and contacts are clearly visible for members and visitors

SECTION 4 – APPROVAL TO PLAY

4.1 Prior to participating in ADFBA sponsored activities all participants must produce evidence of CO/OC approval. Known medical condition/restrictions must also be brought to the attention of the team OIC and Coach.

Medical Clearance

4.2 **Medical profile information.** In accordance with Sports Medicine Australia guidelines, the following information is reasonable for collection:

- a. **Personal details.** Name, gender, date of birth, age, height, weight, blood group
- b. **Emergency contact details**
- c. **Health care details.** Current medical problems, regular medications (including supplements with name and dosage), allergies (including to beestings), sports injuries (current, recurring or requiring surgery), preventative measures (e.g. strapping, knee braces)
- d. **Past history.** Previous conditions (asthma, hernia, concussion), protective equipment (glasses, contact lenses, mouthguard), fracture/dislocation history, recurring pain with play/practice, back/neck pain, previous treatment for head/neck/spinal injury and whether performance affected.

5.8. Members are to be advised of the content and use of the information prior to completion of the event. All information is to be held sensitive: personal – health information.

SECTION 5 - INJURY SURVEILLANCE AND MANAGEMENT

Injury Recording

5.1. Monitoring all sporting injuries is a useful way of identifying preventable hazards associated with the sport or playing environment. By recording injuries, the ADFBA will be better able to determine the most frequently occurring injuries and initiate preventive measures to reduce their future incidence.

5.2 **Incident Reporting.** All injuries are to be recorded IAW Sentinel reporting procedures.

- a. On occurrence of an injury, the injured member must complete the Sentinel report
- b. OIC is responsible for ensuring all members complete the Sentinel Reports and to ensure that they are processed through the steps outline in Section 3

5.3 Where an injury occurs during a Basketball training event and nil OIC is appointed the coach or most senior person in attendance at that training event is to ensure the member reports the injury.

SECTION 6 – HEALTH POLICIES AND GUIDELINES

6.1 It is important that the long term health of players and staff are not endangered as a result of their sporting participation. The following policies and guidelines enable the ADFBA to minimise potentially serious situations.

6.2 **Hydration.** Players and officials will be encouraged to drink fluids regularly before, during and after training and games. Players and officials are to drink from their own containers or from special drink bottles where mouth contact does not occur.

Drug Use

6.3 **Prescription and over –the –counter drug use.** All ADFBA members have a responsibility to follow the relevant ADF policies for recreational and illicit drug use. ADF personnel are encouraged to use prescribed and over-the-counter medications in a safe and effective manner according to the medication directions or instructions by trained medical personnel. Team managers and medical support staff are to monitor the use of drugs, whether prescription or over the counter to ensure that members are following the usage guidelines.

6.4 **Illicit drugs.** Members should be aware of and refer to DI (G) PERS 15-2 regarding the use of illicit drugs.

6.5 **Alcohol.** Players and officials are not to be under the influence of alcohol during any endorsed sporting activity. The ADFBA encourages the responsible service and consumption of alcohol during the conduct of approved ADFBA functions and recreational activities. Members should be aware of DI (G) PERS 15-4 – Alcohol testing in the ADF, policy regarding alcohol consumption whilst on duty.

6.6 **Tobacco.** The ADFBA supports the ADF policy on smoking tobacco. For health and safety of participants, officials, spectators and volunteers, the ADF policy of smoking at sporting venues is outlined in SAFETYMAN, volume 1 part 7. If the venue is not on Commonwealth property, our association will enforce relevant state legislation.

6.7 **Supplements.** Diet supplements and complementary medicines may be used to improve performance and health. However, many supplements have no performance or health benefits, and some are associated with significant reduced performance. Members should be conversant with HD 271 which outlines commonly used supplement products, a brief description, claimed benefits and current knowledge of their efficacy.

SECTION 7 – FIRST AID

7.1 First Aid and immediate injury assessment and management are critical factors in the treatment of injuries at the time they occur. The incorrect treatment of injuries can have serious consequences and the importance of having the appropriate mechanisms to deal with such situations is highly valued. If the event does not have an appointed Games Commissioner, the OIC of the event will be responsible for the management of First Aid.

Emergency medical plan

7.2 **Medical facilities.** In the case where medical, diagnostic or clinical management is required for a medical emergency, including any head injury, the local medical centre is to be contacted. In the event they are closed, an ambulance is to be called immediately.

7.3 **Direction during medical emergencies.** In the case of an emergency, the Games Commissioner in conjunction with the medical staff present will direct emergency procedures.

7.4 **Emergency telephone.** Where practicable a telephone (a mobile telephone where possible) will always be accessible for emergencies. If it is a mobile telephone, it is to be held by the Games Commissioner or OIC.

7.5 **Emergency telephone numbers.** The Games Commissioner or OIC is to ensure that emergency telephone numbers are available at the score bench at all times. These numbers are to include ambulance, after hours dentist, hospital and medical clinic.

7.6 **Emergency vehicles.** Emergency vehicles are to be provided clear access to the venue at all times. The access area for emergency vehicles is to be reserved and is to be kept clear at all times. The Games Commissioner or OIC will be responsible for delegating an escort for emergency vehicles to the injured person.

7.7 **Blood management.** Surgical gloves are provided for and are to be used by all personnel in the treatment of bleeding wounds or spilt blood. An appropriate procedure for the disposal of bloodied material and waste products will be followed. The disposal method of all bloodied products should/will be derived in association with the local health facility. The Games Commissioner is responsible for the location, use and replenishment of the spill kit.

7.8 **Cold packs.** The Games Commissioner or OIC is responsible for ensuring that ice and cold packs are available and signed out to members as required. The Tournament Co-ord or OIC is responsible for collecting ice every morning for use throughout the day.

SECTION 8 – COACHES AND OFFICIALS

Qualifications and Accreditation

8.1 Coaches and officials are able to encourage sports safety culture and contribute to injury prevention by their influence on the game and roles in player fitness. Coaches, officials and supervisors will conduct themselves as positive role models by following the ADFBA and ADF codes of conduct.

8.2 All National coaches are to be qualified by a State body preferably at National Level 2 –Association Coach or at minimum, National Level 1 or equivalent. Coaches of other events are encouraged to seek accreditation when available.

8.3 It is the coach/official's responsibility to ensure their accreditation is kept current. Coach/official's failing to maintain the currency of their accreditation will not be permitted at ADFBA National or International tours.

8.4 The Director of Coaching is to coordinate with coaches and officials to attend currency training each year where available. The Director of Coaching is to liaise with the Director of Finance to ensure that the annual budget has funding allocated to obtain and maintain coaching, sports training and sports administration qualifications.

8.5 The Director of Coaching is to ensure that selection of National coaches is in accordance with the accreditation standards. This is to be highlighted in calls for nominations.

8.6 Referees and umpires selected to represent their state or as part of a National Tour must hold a National Level 2 or Senior Level 1 band qualification IAW ref A. To ensure safety of personnel, referees and officials are responsible for compliance with ref F.

8.7 Referees and umpires officiating at ADFBA events are under the supervision of the Referee Co-ordinator or OIC.

Duty Statements

8.6 All ADFBA Duty Statements are to reflect the qualification and accreditation standards mandated by the ADFBA. The Director of Coaching is to ensure that this occurs and is adhered to.

SECTION 9 – EQUIPMENT

9.1 Correct equipment is fundamental to a safe environment, whatever the sport. Unfortunately equipment has a limited life span, although proper maintenance and appropriate usage will minimise deterioration whilst ensuring its safety. Therefore the maximum protection and benefit from these resources is assured.

9.2 All equipment used for ADFBA events will conform to the regulations set by the International Basketball Federation (FIBA) and will conform to recommended safety guidelines. Where stated, equipment will be properly and regularly maintained according to manufacturer's guidelines or recommendations.

9.3 The safe storage of equipment at and between events is the responsibility of the ADFBA Property Manager or OIC.

9.4 Equipment is to be checked at least 8 weeks prior to any competition and where required replaced or repaired. Prior to use, playing equipment will be inspected by the Referee or OIC to ensure that the equipment is in the correct position and properly secured where appropriate.

Personnel Protective Equipment

9.5 The ADFBA actively promotes the use of personal protective equipment. Where this equipment is supplied for loan, the association will discuss and address the maintenance, purchase and budget for these items at Executive Committee meetings.

9.6 The following personal injury prevention equipment is encouraged for players with prior injury to minimise injury recurrence. Liaison with physiotherapists to learn how to properly apply these measures initially is strongly recommended:

- a. Players with a history of ligament injury such as ankle, knee, wrist, elbow, shoulder injury should wear some form of added external support e.g. taping or brace
- b. Padded guards may be used for players who have a history of, or a recent bruising injury
- c. Use of a mouth guard is recommended but not compulsory

9.7 The following rules are also to be observed for training and competition event:

- a. No rings, ear rings, watches or other forms of jewellery are to be worn
- b. Fingernails are to be trimmed or taped
- c. Undershirts and other compression garments maybe worn if the same colour as the playing strip
- d. Players with long hair must wear it in a style to minimise any movement that may cause injury to others.

SECTION 10 – PLAYING ENVIRONMENT AND FACILITIES

10.1 The ADFBA has a responsibility to ensure the environment in which our sport takes place is as safe as possible. Many aspects of the physical environment are able to be controlled by Defence Facilities and Physical fitness centre staff.

10.2 Inspections are conducted when assessing the location for the ADFBA event. This includes accommodation, mess facilities and the basketball courts. If the facilities or playing surface is considered unsafe and the conditions/hazards are able to be corrected, these issues are to be reported to the Base Facilities Manager.

10.3 Many sponsored activities will be conducted during events organised by other organisations. In these cases, the OIC or Coordinator is responsible for ascertaining that the event organisers have made satisfactory provision for playing environment and facilities safety. This can include visual sighting of event organiser proformas, and if necessary, verbal confirmation with the senior event organiser.

Venues

10.4 The OIC or Co-ord is responsible for ensuring the following is checked/provided prior to the commencement of activities:

- a. Lighting will be bright in playing areas, change facilities, thoroughfares, entrances and corridors
- b. Change rooms, including shower and toilet facilities will be in a safe, clean and hygienic state, and have emergency exits and fire doors
- c. All facility entry/exit points are secure and free from hazards
- e. Portable signage is used to warn of temporary hazards. e.g. slippery floors, broken benches
- f. Hard objects that may cause injury if contacted in the course of play to be adequately padded and securely fixed
- g. Playing and transitory surfaces are clean, appropriate for use and maintained
- h. Easy access to clean drinking water

Environment and Weather Conditions

10.5 Environmental conditions must be assessed prior to commencing any competition or organised training session. When conditions are deemed to be extreme, unfavourable or dangerous, consideration for re-scheduling or cancelling the event will be the responsibility of the Co-ord, Games Commissioner or OIC.

Hot or Humid Conditions

10.6 Team officials and support staff are to be aware of heat injury management outlined in the Health Bulletin 12/2005 and managed IAW with ref A.

10.7 **Symptoms.** Players and officials will be observed for symptoms due to heat. Physical signs of developing heat injury can occur either singularly or in combination are

malaise, unco-ordination, pallor, headaches, tingling in extremities and nausea. All players with these symptoms will be retired from competition by coaches, managers or officials and will be given immediate first aid treatment.

10.8 **Fluid consumption.** Players and officials will be actively advised to consume fluids regularly before, during, and after the game to prevent dehydration.

On-court conduct

10.9 At least two officials will be appointed to referee each basketball game undertaken at any ADFBA event. The officials will be suitably qualified as per para 8.6 and ensure that all players conduct themselves IAW the rules and regulations of references C - F, which all participants agree to as a prerequisite to competing in the tournament.

10.10 Referees are suitably authorised to stop and manage any situations or indications where there appears to be an increased risk of injury or harm to any person on the court or within the surrounds of the game. This authorisation extends to removing any personnel who are not adhering to the safe and fair conduct of the basketball competition.

SECTION 11 – PHYSICAL INJURY PREVENTION STRATEGIES

11.1 **Common injuries.** Basketball is associated with a large proportion of medically-treated sports injury cases. The complexity, speed and physical nature of the game can place players at risk of injury. The majority of injuries are to the lower limb, although upper limb and minor back injuries are also common in general level participation. Head and neck injuries also occur and are potentially serious.

11.2 The following safety recommendations apply to all players, irrespective of the level at which they play.

Pre-Tournament

11.3 All players should undertake appropriate pre-season conditioning. Advice about the content of the pre-tournament training program should be sought from the State/Territory coach. Considerations include:

- a. Baseline fitness level measurement
- b. Strength and conditioning strategies

11.4 All players are highly encouraged to develop their basketball skills and techniques before playing in competitive games. Consideration should also be given to:

- a. skill training regimes
- b. modifications of rules or game length to suit fitness, skill level or age limitations
- c. game changes to suit climatic conditions
- d. appropriate warm up, cool down and stretching education
- e. training sessions organised in such a way as to limit the possibility of injuries (especially soft tissue injuries) players incur from repetitive movements not normally undertaken by players who do not play basketball regularly.

Pre-game

11.5 Teams are to warm up for a minimum of 10 minutes before a game. This should include range of movement exercises and slow jogging which progresses to more intense running activities, with and without a basketball. Additionally, players should:

- a. have a balanced, nutritional diet to ensure endurance
- b. ensure they are adequately hydrated before a game, and have fluids available during the game
- c. learn the correct use of protective countermeasures such as strapping and ankle braces for where there are previous knee or ankle injuries.

Post-game

11.6 Teams are to spend 10 - 20 minutes cooling down after a game. This should include range of movement exercise and slow jogging which progresses to less intense stretching activities. Additionally, players should:

- a. have a balanced, nutritional diet to aid recovery
- b. ensure they adequately hydrate after a game
- c. seek professional advice on any injuries, regardless of the severity, to aid quick recovery.

Conclusion

11.7 The ADFBA is a Safety First organisation. This document provides the participants of ADFBA events with an applicable SSMP. This SSMP is accessible via the [ADFBA webpage](#) and FB page and is to be used as a reference to ensure safety and the management of risk when conducting ADFBA sponsored events.

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