



مدرسة نور الديار الخاصة  
**NOOR AL DIYAR**  
PRIVATE SCHOOL

# SPORT EVENT POLICY



## 1.0 POLICY PURPOSE

As the school is liable for take care for the protection and welfare of its students, staff and others, the Sport Events Policy is developed to make sure the inclusion of all the necessities for the safe conduct of sport events. It assists the school in developing appropriate assessment for all foreseeable risks of a sport event/activity.

## 2.0 GENERAL STATEMENT OF THE POLICY

This policy is to be read in conjunction with the following policies:

- Nurse and Medical Needs Policy.
- First Aid Policy.

## 3.0 POLICY PROCEDURES

### 3.1 Sport event procedures are as follows:

- 3.1.1 The sports event organizer, is responsible to supply a decure and healthy environment within which the event is conducting. This includes events or activities inside/outside of normal school hours.
- 3.1.2 The sport event organizer is responsible to fill in the activity risk assessment form and the Sport Activity form prior to event conduction date.
- 3.1.3 All volunteers should be aware of the followings:
  - What they are responsible for;
  - What is anticipated from them;
  - The risks and mitigations identified within the activity risk assessment form;
  - How to react in case of an emergency;
  - Accident reporting procedures.
- 3.1.4 All participants should be aware of the followings:
  - What will be happening on the event day as per the event description. The event description should include: number of participants, time, activities, etc.
  - Any emergency procedures.
  - A description of the relevant roles and responsibilities – (names, numbers and contacts). It is important that it clearly identifies the person in charge.

- Communications – what’s communicated to whom and when (i.e., changes/cancellation/in an emergency).
- Risk identification (hazards) and management – levels of risk and likelihood.
- Any additional necessary management plans – venue management, sports organisations, etc.
- Post event reporting.

3.1.5 If an illness, fatality, injury or accident occurs during the event, the nurse and therefore the coordinator should be notified immediately.

3.1.6 Principal and directors has to be notified by the coordinator if an illness, fatality, injury or accident occurs during the event that needs a participant to be admitted as an inpatient to hospital.

3.1.7 The Principal or their nominee should investigate accidents and take remedial steps to avoid similar instances recurring. The results of such review is also accustomed improve safety within the school normally.