



# CHRISTIAN SCHOOLS EVENTS NETWORK

## BASKETBALL CHAMPIONSHIPS

<b>LOCATION OF EVENT</b>	Melbourne Sports Centre Aughtie Drive, Albert Park
<b>DATE OF EVENT</b>	Wednesday 1 <sup>st</sup> May 2024 – Primary Thursday 2 <sup>nd</sup> May 2024 – Junior, Intermediate and Senior Secondary
<b>CONVENER OF EVENT</b>	Karen Davidson
<b>SCHOOL ARRIVAL TIME</b>	9:30am
<b>COACH MEETING</b>	9:30am
<b>SCHOOL WARM UP TIME</b>	9:30am – 9:45am
<b>OPENING PRAYER</b>	9:50am
<b>FIRST MATCH</b>	10:00am
<b>LAST MATCH (ESTIMATED)</b>	3:30pm
<b>PRESENTATIONS</b>	4:00pm
<b>COST PER TEAM ENTERED</b>	\$150 + GST per team invoiced at the end of term

### COACH START OF DAY - 9:30AM

- Notification of arrival
- Coaches Meeting
- Collection of last-minute information

## **AWARDS**

1. Teams that finish first to third will be awarded a medal.
2. The overall winning school in Division 1 will win the Basketball shield for the year.

## **CHILD SAFETY**

This Code of Conduct has a specific focus on safeguarding children and young people at CSEN Events against sexual, physical, psychological, and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, and board/school council members at CSEN are expected to actively contribute to a school events association culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion, and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as per information distributed to schools.

All adults present at the carnival should fall into one of the following categories:

- a. Students (in school sports uniform)
- b. Staff from a particular school (in school staff polo top, or with school identification / lanyard clearly visible)
- c. Basketball Victoria Officials (in BV attire)
- d. Basketball Referees (in referee attire)
- e. First Aid personnel (in Colbrow Medic attire)
- f. CSEN staff (in CSEN attire)
- g. Venue staff (in venue attire)
- h. Parents / Visitors (school lanyard visible)

All school staff are requested to ensure adults sitting in the grandstand near their school group have appropriate identification. If not, please ask them to sign in with the school they are associated with, otherwise leave the area. Breaches are to be reported to venue staff for removal of the person.

Schools must have lanyards available for parent visitors and ensure they sign the school Child Safe Policy.

The Child Safety Officer at the event will be the convener.

## **COMPETITION RULES**

### **ADDITIONAL INFORMATION**

1. There may not be a canteen available on the day, so please ensure students and staff bring everything they need for the day.
2. If you require additional information, please check the CSEN website.
3. Further queries may be directed to Karen Davidson ([csen@csen.au](mailto:cсен@csen.au)).

### **EQUIPMENT REQUIRED**

1. All playing and protective equipment.
2. Primary Boys & Girls – size 6 leather ball, Secondary Boys – size 7 leather ball.

### **GENERAL RULES**

1. Basketball is conducted under the International Rules of Basketball as interpreted by the Victorian Basketball Association unless otherwise stated.
2. Normal technical foul rules apply.
3. All teams are expected to carry a match ball, a first aid kit and an alternate strip to avoid colour clashes. (A set of bibs is acceptable).

### **LATENESS RULE**

1. Schools that arrive to the court after the match has started will be penalised 2 points for every minute late.
2. Schools that arrive to the court after the conclusion of the first half will forfeit the match.

### **MERCY RULE**

1. Must be implemented according to the provisions in the relevant policy.

### **PLAYER RESTRICTIONS**

1. Maximum of 10 players per team per day.
2. Completed team sheets to be submitted at start of day to the convener.

### **PROTESTS / DISPUTES**

1. Resolved as per CSEN policy.

### **RESULTS**

1. Must be taken to the convener of the sport immediately on the completion of the match by the winning team.

## **TIMING OF GAMES**

1. Round matches and semi-final - 2 x 10 minute halves, 1 x 1 minute time out per team per game (clock stopped).
2. Grand Final – 2 x 10 minute halves, 1 x 1 minute time out per team per half (clock stopped).
3. Clock should stop on all whistles in the last one minute of the match (not each half).
4. Each team must provide a competent scorer for every match they are involved in.

## **UNIFORM**

1. Players must wear school sports uniform, or official school basketball singlets including regulation numbers.
2. Teams should carry an alternate strip to avoid colour clashes.
3. No jewellery is to be worn.
4. Players not correctly attired should not be permitted to compete.

## **EMERGENCY PROCEDURES**

MSC Emergency Procedures information will be available on the day of the event.

## **ENTRY FORMS**

1. Entries are due as outlined on the CSEN Calendar.
2. One team per school is accepted based on receipt of entry, to the maximum number of teams catered for in the competition.
3. Schools will be invoiced at the end of term, based on entries on the due date. Late withdrawals after this date will be charged the entry fee.
4. Further teams per school may be accepted based on receipt of entry form. Schools will not be notified of further team acceptance until after the entry closing date.
5. If spaces exist in the draw, further teams may be approached and asked to compete at the convener's discrepancy.
6. Final division allocation rests with the convener of the day.

## **EVENT AGE GROUPS**

Primary Boys (Yr 5 & 6)

Primary Girls (Yr 5 & 6)

Junior Boys (Yr 7 & 8)

Junior Girls (Yr 7 & 8)

Intermediate Boys (Yr 9 & 10)

Intermediate Girls (Yr 9 & 10)

Senior Boys (Yr 11 & 12)

Senior Girls (Yr 11 & 12)

## **EVENT ELIGIBILITY**

1. Primary Championships – only currently enrolled students in Years 5 – 6 from member schools may compete.
2. Junior Championships – only currently enrolled students in Years 7 – 8 from member schools may compete.
3. Intermediate Championships - only currently enrolled students in Years 9 – 10 from member schools may compete.
4. Senior Championships - only currently enrolled students in Years 11 – 12 from member schools may compete.
5. Students may compete out of their age group providing:
  - a. They are an emergency replacement for a student
  - b. They are not competing more than one age bracket above their enrolled year level.
  - c. There is no more than one boy or one primary girl in any junior school team.
  - d. No Primary students are permitted to play in both the Primary and Secondary championships on the same day.

## **FIRST AID**

Colmed staff will provide first aid assistance should students need it. Schools must also provide their own first aid kit and staff with first aid training as per the First Aid Policy. Any injuries at a CSEN event must be documented by the school and the school accident form submitted to CSEN at the end of each term as part of the Principal's Declaration.

## FIXTURE

### BOYS

DIVISION 1				DIVISION 2			
POOL A		POOL B		POOL A		POOL B	
1		5		1		5	
2		6		2		6	
3		7		3		7	
4		8		4		8	

### GIRLS

DIVISION 1				DIVISION 2			
POOL A		POOL B		POOL A		POOL B	
1		5		1		5	
2		6		2		6	
3		7		3		7	
4		8		4		8	

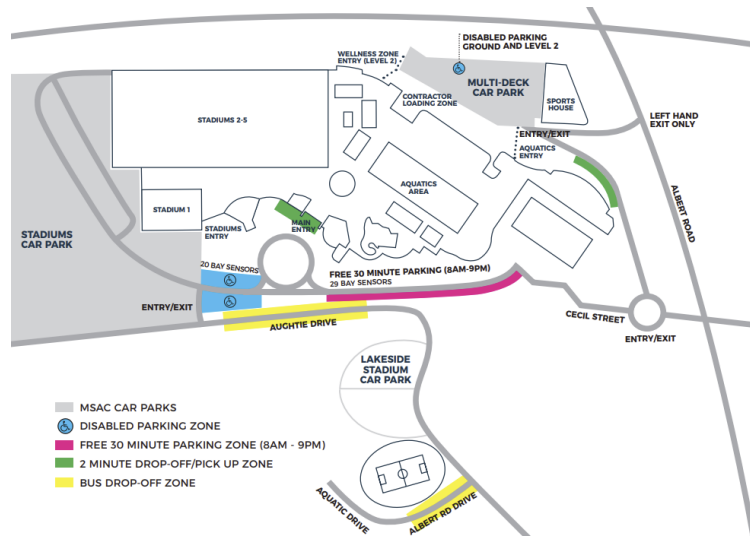
TIME	COURT 1	COURT 2	COURT 3	COURT 4	COURT 5	COURT 6	COURT 7	COURT 8
9:30AM	2 V 1	3 V 4	6 V 5	7 V 8	2 V 1	3 V 4	6 V 5	7 V 8
10:00AM	2 V 1	3 V 4	6 V 5	7 V 8	2 V 1	3 V 4	6 V 5	7 V 8
10:30AM	4 V 2	1 V 3	8 V 6	5 V 7	4 V 2	1 V 3	8 V 6	5 V 7
11:00AM	4 V 2	1 V 3	8 V 6	5 V 7	4 V 2	1 V 3	8 V 6	5 V 7
11:30AM	4 V 1	2 V 3	8 V 5	6 V 7	4 V 1	2 V 3	8 V 5	6 V 7
12:00PM	4 V 1	2 V 3	8 V 5	6 V 7	4 V 1	2 V 3	8 V 5	6 V 7
12:30PM	BREAK							
1:00PM	3 <sup>RD</sup> A V 4 <sup>TH</sup> B	4 <sup>TH</sup> A V 3 <sup>RD</sup> B	1 <sup>ST</sup> A V 2 <sup>ND</sup> B	1 <sup>ST</sup> B V 2 <sup>ND</sup> A	3 <sup>RD</sup> A V 4 <sup>TH</sup> B	4 <sup>TH</sup> A V 3 <sup>RD</sup> B	1 <sup>ST</sup> A V 2 <sup>ND</sup> B	1 <sup>ST</sup> B V 2 <sup>ND</sup> A
1:30PM	3 <sup>RD</sup> A V 4 <sup>TH</sup> B	4 <sup>TH</sup> A V 3 <sup>RD</sup> B	1 <sup>ST</sup> A V 2 <sup>ND</sup> B	1 <sup>ST</sup> B V 2 <sup>ND</sup> A	3 <sup>RD</sup> A V 4 <sup>TH</sup> B	4 <sup>TH</sup> A V 3 <sup>RD</sup> B	1 <sup>ST</sup> A V 2 <sup>ND</sup> B	1 <sup>ST</sup> B V 2 <sup>ND</sup> A
2:00PM	BREAK							
2:30PM	GOLD MEDAL MATCH WINNER 1 V 2 SEMI		BRONZE MEDAL MATCH LOSER 1 V 2 SEMI		GOLD MEDAL MATCH WINNER 1 V 2 SEMI		BRONZE MEDAL MATCH LOSER 1 V 2 SEMI	
3:00PM	GOLD MEDAL MATCH WINNER 1 V 2 SEMI		BRONZE MEDAL MATCH LOSER 1 V 2 SEMI		GOLD MEDAL MATCH WINNER 1 V 2 SEMI		BRONZE MEDAL MATCH LOSER 1 V 2 SEMI	
3:30PM	PRESENTATIONS							

## OFFICIALS - GENERAL INFORMATION

1. Basketball Victoria should provide referees.
2. Schools will need to provide additional officials to assist with score bench duty for each match they are involved in.
3. Schools will need to manage replacement staff if required.
4. Lunch will not be provided for school staff.

## PARKING

1. Parking at MSC is subject to availability and up to date information can be found on the MSC website (Terms and conditions apply to all MSC car parks. Failure to comply may result in a parking infringement).
2. Buses are not permitted to park or drop off passengers within MSC car parks. There are allocated bus zones on Aughtie Drive.
3. All visitors and users of MSC receive the first hour of parking free, then parking fees apply.
4. Entry to the Multi-Deck car park is via Albert Road/Cecil Street.
5. The MSC roundabout at the main entry is a designated 2-minute pick up/drop off zone only – no bus access.



## PHOTOGRAPHY

1. Students, staff and parents may take photographs during the day for personal use only. These photographs must not be published to social media as this contravenes the CSEN Media Policy.
2. Schools bringing an official photographer with them must complete the appropriate MSC permission form found on the CSEN website and submit to the CSEN Coordinator five business days prior to the carnival. The photography must then sign in at reception on the day of the Championships to receive a media pass.
3. CSEN will not provide official photographs of presentations.

## PRESENTATIONS / END OF DAY PROCEDURES

1. It is expected that at the conclusion of the carnival, all schools will pack up the area that they have been competing at, as well as cleaning their area in the stands as directed by CSEN and venue. Excess cleaning costs will be passed onto schools that leave their area in an unacceptable state.
2. All schools are expected to remain until the completion of all presentations.
3. Feedback is via the sport feedback form found on the CSEN website.

## SCHOOL SEATING ALLOCATIONS

Schools are to select an appropriate area in the stadium as their allocated area for the day.

## SCORING PROCEDURES

Win – 3 points, Draw – 2 points, Loss – 1 point, Forfeit – 0 points

## TOILET ROSTER

All entered schools have a responsibility to actively check the toilet area for loiterers throughout the day.

## WARM UP COURT ALLOCATION

COURT	SCHOOL
1	
2	
3	
4	
5	
6	
7	
8	

# RISK ASSESSMENT

## ASSESSED BY

KAREN DAVIDSON – CSEN EXECUTIVE OFFICER

## ASSESSMENT DATE

30<sup>TH</sup> OCTOBER 2023

## LOCATION

MELBOURNE SPORTS AND AQUATICS CENTRE – AUGHTIE DRIVE ALBERT PARK

## ACTIVITIES

INTERSCHOOL SPORTS CHAMPIONSHIPS

## DATE OF ACTIVITY

VARIOUS – REFER TO CSEN CALENDAR

## APPROXIMATE NUMBER OF PEOPLE INVOLVED ANNUALLY

1500 PAX

## NEXT REVIEW DATE

1<sup>ST</sup> NOVEMBER 2024

CSEN does not provide Personal/Accident Insurance Cover.

As a competing school we are aware that all teachers/parents/volunteers that we send to a carnival or sporting event have completed the school Child Safe Policy and signed the CSEN Child Safe Register that will be forwarded to CSEN as required.

## CONSEQUENCE OR IMPACT

Level	Descriptor	Example detail description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on-site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on-site release contained with outside assistance, high financial loss
4	Major	Extensive injuries, off-site release with no detrimental effects, major financial loss
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss

## LIKELIHOOD

Level	Descriptor	Description
A	Almost Certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

## RISK ANALYSIS MATRIX – LEVEL OF RISK

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (moderate)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

### Legend

- E: extreme risk; immediate action required
- H: high risk; senior management attention needed
- M: moderate risk; management responsibility must be specified
- L: low risk; manage by routine procedures

Exposure	Current Controls	Assessment			Additional Controls Required
		Severity	Likelihood	Risk Priority	
<b>GENERAL</b>					
Referees/Officials with inadequate knowledge for effective supervision	Use of accredited key officials where appropriate.	2	D	L	- Schools are responsible for ensuring that they send school staff that are competent & understand rules/safety requirements of the event they have been allocated to run.
Staff unfamiliar with emergency management principles	Schools are to check the emergency procedures of the venue on arrival.	2	D	L	
Employees without Working with Children Checks	All staff present at the event are understood to have undergone Working with Children check by the venue, Officials Association, or individual school.	2	C	M	- Schools are responsible for ensuring that they fully complete and return the register to CSEN by the due date.  - Contractors to complete the CSEN online register prior to the event.
Transport to and from the event.	Responsibility is with the student's school and / or parents.			NA	
Student Supervision when not competing	Schools must have a staff member in the stand with their students to monitor student presence.	2	C	M	- All schools notified of their responsibility to provide 1 teacher to supervise those students not competing while in the stands (1:20 ratio staff : students)
Collisions on track and students being hit by field implement, person or equipment.	Students to only walk around the outside of the field / courts to events, crossing only at the end of the field / court to avoid collisions.	3	D	M	- announcements to be made regularly on each of these points to ensure students do not forget the correct and safe procedures.
Food Poisoning	A canteen may be available for students to purchase "Fast/Take Away" food & drink. All care has been taken by the venue to ensure proper control & handling procedures are followed.	2	D	L	- Purchasing food at these outlets is done at their own risk. Spectators & competitors are recommended to bring their own food & drink to the venue.
<b><u>Footwear</u></b> Broken glass or sharp objects in the environment	Students are always to wear footwear. No students may compete in bare feet. Competitors are required to keep a safe distance from other competitors when competing.	3 2 2	D C C	M M M	
<b><u>Grandstand / Stage / Gymnasium</u></b> Students may trip and fall down several stairs / rows when moving in the grandstand / venue.	The non-competition venue will be a non-running area to avoid falling down steps	2	D	L	
Major Emergency	Schools are to follow the emergency procedures as per the school / venue protocols.				- Sports Coordinators are to ensure they know their responsibilities under the plan.

<b>PARTICIPANTS / SPECTATORS</b>						
Inadequate training and preparation of students/competitor  Low level of physical fitness / strength	Responsibility of each school to prepare students/competitors appropriately.	2	D	L		
Physical injury/ asthma attack etc. because of participation	Each school is required to bring a First Aid Kit & ensures that the – Each school must have a first aid trained supervising teacher.  If students are asthmatic, they must always carry their medication.	2	C	M		
Students inappropriately dressed to compete. ie. uniform, footwear	CSEN rules of competition require students to be dressed appropriately. This information is available on the CSEN website. Rules of competition & the CSEN Code of Conduct can be downloaded from the CSEN website. <a href="http://www.csen.org.au">www.csen.org.au</a>	2	C	M		
<b>OFFICIALS / PROGRAM</b>						
Poor program/draw organisation	Program has been arranged to maximise efficiency and safety of participants	2	D	L		
Providing inadequate rules and instruction for conduct of event	Rules and instructions are available on the CSEN website for both coordinators and conveners.	2	D	L		
Lack of clear identification of officials	Conveners of the event should make themselves known to all participating schools.  Consideration given to wearing a hi-vis vest to enable easy identification.	2	D	L		
<b>EQUIPMENT / GROUNDS</b>						
Failure to check competition areas/fields and equipment prior to event	School coordinators to check grounds / venue prior to start of play.	2	C	M		
<b>ENVIRONMENTAL</b>						
Event continues during dangerous weather conditions ie. extreme heat/humidity, rain, lightning	Deteriorating conditions continually assessed and appropriate action taken by convenor in consultation with CSEN EO, school staff, officials etc.	3	D	M		
Sun sense / Dehydration / Exhaustion	Schools to provide sunscreen for their own students & remind students to bring/wear hats and apply sunscreen regularly throughout the day.	2	D	L		
COVID – 19	Risk of spread of Coronavirus	5	D	M		- Schools are to ensure they download and follow the coronavirus risk assessment.



## RISK WARNING UNDER SECTION 5M OF THE CIVIL LIABILITY ACT 2002

### ON BEHALF OF CSEN AND CSEN MEMBER SCHOOLS

#### Sporting and Cultural Activities

Christian Schools Events Network (CSEN) administers and convenes CSEN inter-school sporting and cultural activities in which many students from its members' schools participate. Students participating in these events take part in practice, trials, workshops, and competitions.

CSEN and its members' schools expect students to take responsibility for their own safety during sporting activities by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property, and grounds. CSEN and its members' schools also expect parents, spectators, and other participants to behave in a safe and responsible manner, to comply with the CSEN Code of Conduct and to set a good example for the students.

While CSEN and its members schools take measures to make the sporting and cultural activities as safe as possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage because of their participation in these sporting and cultural activities, whether at training or in actual events. Parents, spectators, and officials could also be injured or suffer loss.

Injury can occur while the student, parent, spectator, or official is engaging in or watching a sporting or cultural activity or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or from equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion, or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student, parent, spectator, or official has a pre-existing injury, participating in a sporting or cultural activity could result in an exacerbation of that injury.

Students, parents, spectators, and officials could also suffer loss because of their personal property being lost, stolen, damaged or destroyed.

#### **CSEN does not provide Personal/Accident Insurance Cover**

**It is the responsibility of CSEN member schools to ensure that all teachers/parents/volunteers they send to a sporting or cultural event have a valid WWCC and / or VIT accreditation and have signed the CSEN Chid Safe Policy Register at their school. This information will be forwarded to CSEN on a regular basis.**

**It is the responsibility of schools to ensure that all staff, students and parents attending a CSEN event have been informed of this Risk Warning.**

### CHANGE ROOMS

CSEN recognises that children are particularly vulnerable in change rooms and that measures must be put in place to ensure that children are able to safely get changed without fear of intrusion or fear for their safety.

Generally, the expectation of CSEN is that Member School Staff and Member School Volunteers would appropriately supervise change rooms in accordance with Department of Education guidelines. The same goes for CSEN Staff and CSEN volunteers who may be required to supervise change rooms while supervising CSEN Representatives at non-CSEN events.

Those guidelines are that change rooms should be supervised and supervisors should adhere to the following guidelines:

- give explicit instructions and guidelines for behaviour in change rooms
- ensure students and staff have been notified that mobile phone (and cameras) are prohibited in changerooms
- set a routine for going into change rooms and keep to it
- announce to students when entering the change room and allow time for students to cover up
- do not stand in change rooms while students are changing as students have a right to privacy, and
- staff should not be in a changeroom with one student / player.

While the issue of a supervisor of either sex supervising the change rooms of both sexes poses some difficulties, some suggestions for supervisors in this situation include:

- give explicit rules about what is expected of students' behaviour in the change rooms
- ensure that students know that if there is an emergency you will enter the change room
- choose two student representatives to report to you about any problems in the change rooms
- ask the students to come out of the change room if there is any disturbance
- if for some reason the students remain in the change room seek a person of the appropriate sex to go in, and
- if there is an emergency, let students know you are coming in and give a warning to cover up before going in.

Parents from member schools must be discouraged from entering the changerooms unless truly necessary.

# CHAMPIONSHIP EVENTS

Date:

**LEVEL OF COMPETITION** (tick appropriate)

Intra School

Inter School

**YEAR LEVEL/S** (tick appropriate)

Junior Secondary (Yrs 7-8)


Junior Primary (Yrs 3-4)


Intermediate Secondary (Yrs 9-10)

Senior Primary (Yrs 5-6)


Senior Secondary (Yrs 11-12)

## GENERAL

	Yes	No	NA
Permission has been obtained from parents/guardians for all students participating			
Adequate teachers are attending providing appropriate levels of supervision for the activity.			
Parents have been notified of location of venue, transport arrangements and time involved			
First Aid Kit available			
Water is available for students at the venue			
Students have been advised of personal sun protection requirements			
Students suffering from Asthma have been advised to carry their puffer to all events			
Students suffering from anaphylaxis have been advised to carry their EpiPen to all events			
Staff issued with first aid policy			
Form provided for record of injuries/incidents			
Access available for emergency vehicle			
A Risk Assessment has been completed			

## PARTICIPANTS & OFFICIALS

Jewellery and nails will be checked by officials prior to the match (if appropriate)			
Suitably qualified officials / teachers are to be used			
Students have been informed slam dunking is not permitted			
All attending are made aware of emergency procedures and exits			

## EQUIPMENT / GROUNDS

The court/s have been checked and are free of obstructions and loose objects.			
Boundaries of court are clear of spectators and belongings			
Regularly maintained fire extinguishers present			
Towel / mop available to dry moisture on floor			
Goal ring and backboard fixed securely			
Public facilities and buildings which are to be used have been checked			

## ENVIRONMENTAL

Weather conditions appropriate for the safe conduct of the event if outdoors			
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## COVID 19

COVID 19 risk assessment downloaded and followed			
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