SAP FORM

Year Group	All	**Activity**	Rowing – Jury Cup	**Departure time**	12.30pm
No. of students	44	**Managers**	See Jury Cup info	**Return time**	8pm 1st Dec
Date	29th Nov – 1st Dec	**Coach**	Alan Greer/Mark Ware	**Location**	Wanganui
What could go wrong?	What could cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/where will it be done?	Emergency Plan & equipment
1) Injury (bones, muscle, head, skin, blood vessels)	1a) Over stretching 1b) sudden activity 1c) moving equipment 1d) faulty equipment 1e) incorrect footwear / clothing 1f) person to person contact 1g) inability to compete in selected activity eg skiing	1a) warm ups 1b) progression into activity 1c) follow instructions, move in stages 1d) check equipment 1e) check clothing / footwear prior to start of training 1f) adhere to rules of activity / game 1g) wear protective gear– eg mouthguard 1h) teach fair play & respect 1i) ensure all students are capable at carrying out the task required of them	Sports Dept – to ensure all coaches and convenors are aware of appropriate levels of activity for the age, risks involved etc. Coaches/managers - to ensure adequate warm up is undertaken. Students – to ensure they have correct uniform/equipment, and inform coach/manager of any injuries.	Sports Dept – at start of every academic year Coaches and convenors – as and when they work with teams, by giving them the guidelines	Carry first aid equipment / have ice available / source assistance from nearest adult or member of staff/seek medical advice if necessary.
2) Loss of focus	2a) distractions 2b) dehydration 2c) inappropriate activity for ability / yr group	2a) block out distraction 2b) regular fluid intake 2c) ensure activity appropriate / familiar			2a) Coach/convenor qualified for activity & first aider 2 b) know where water fountains are / encourage students to carry drink bottles

3) Damage to hire vehicles or buildings	3a) loss of control by coach/managers in charge 3b) outside agency causing damage	3a) set boundaries, use appropriate equipment 3b) talk to students at start of season reiterating rules			Inform school / hire company / building owners of incident immediately
4) Sickness / death	4a) exertion/exhaustion 4b) sharing bottles 4c) weather conditions 4d) injury / natural causes 4e) drowning	4a) know student limits / needs 4b) preventative medication carried & used 4c) individual drink bottles 4d) adapt & be flexible with programme / activity to suit the conditions. 4e) follow rules of game / activity, have prior knowledge of any serious sickness / injury to each student/ ensure all students are competent swimmers if involved in water activities 4f) consistent rules / guidelines adhered to by all			4a) Coach/convenor qualified for activity & first aider 4b) FATALITY – remain with body, remove rest of group, inform school immediately
5) Equipment damage / loss	5a) misuse 5b) no maintenance	5a) demonstrations by teachers to show proper use of equipment 5b) regular checks by maintenance, report any damage & follow up on repair			5) inform school / hire company / building owners, of incident immediately
6) Abuse of community/ environment	6) rudeness / communication breakdown	6a) communicate to students representing college, reputation			6) Inform school management / parents if necessary

7) student behavioural problems / loss of student	7a) unclear expectations / guidelines 7b) unsupervised time 7c) unfamiliar location or instructions	7a) students given clear guidelines prior to trip. 7b) behavioural expectations outlined in parent letter / permission slip (code of conduct) 7c) students reminded of expectations during trip, boundaries, meeting points, emergency procedures			7a) Inform school management / parents if necessary 7b) follow last sightings/inform school
8) Vehicle Accident	8a) distracted or tired driver 8b) failure to wear safety belts 8c) vehicle fault 8d) dangerous driving conditions	8a) follow road code 8b) Ensure hireage of vehichles is with reputable company 8c) for journeys longer than 5 hrs, there must be 2 fully licensed drivers aged 25+ 8d) prior to each trip, students reminded of rules when travelling			