

SPORTS SAFETY GUIDELINES – ORGANISING SPORTS ACTIVITIES

Updated 31 July 2018

1 Purpose

The purpose of this paper is to establish documented safety guidelines for the organising of NUS Sports Activities.

2 Scope

These safety guidelines shall apply to all NUS staff and students organising any NUS Sports Activities.

3 Definition

3.1 NUS Sports Activities refer to any sports activity that is organised by NUS staff or students.

4 Reference

- 4.1 NUS Office of Safety, Health & Environment (OSHE)
Events & Activity Safety guidelines & procedures
<https://myportal.nus.edu.sg/studentportal/safety-and-security/all/>.
- 4.2 NUS Office of Safety, Health & Environment (OSHE)
Location of Automated External Defibrillator (AED) in NUS
https://share.nus.edu.sg/corporate/procedures/emergency_mgt/Crisis-Management/AED-deployment-directory.pdf.
- 4.3 NUS Office of Safety, Health & Environment (OSHE)
Emergency Numbers
http://nus.edu.sg/osh/emmgt/emergency_nos.html.
- 4.4 NUS Sports & University Town Unit (SUU)
Use of Sport Climbing Wall @ UTown
<http://www.nus.edu.sg/osa/documents/resources-and-policies/sports-safety/NUS%20Climbing%20Wall%20Guidelines.pdf>.
- 4.5 NUS Sports & University Town Unit (SUU)
Information about NUS Lightning Warning System
<http://nus.edu.sg/osa/documents/resources-and-policies/sports-safety/Lightning%20Warning%20System.pdf>.
- 4.6 SportSG Sports Safety Guidebooks
<https://www.sportsingapore.gov.sg/sports-education/sports-safety/safety-resources-and-useful-links>.
- 4.7 Annex A
Sample Health Declaration Form
- 4.8 Annex B
Sample Declaration of Swimming Ability Form

5 Safety Guidelines

5.1 Organisers of any NUS Sports Activities are responsible to provide their participants AND spectators with a safe environment by:

5.1.1 Events & Activity Safety Guidelines

Adhering to the Events & Activity Safety guidelines and procedures as detailed by the NUS Office of Safety, Health and Environment (OSHE). This can be found at <https://myportal.nus.edu.sg/studentportal/safety-and-security/all/>.

5.1.2 Sports Safety Guides

Adhering to the Sports Safety Guides as detailed by SportSG. This can be found at

<https://www.sportsingapore.gov.sg/sports-education/sports-safety/safety-resources-and-useful-links>.

For sports not covered in SportSG Sports Safety Guides, organisers are encouraged to seek advice from the national governing body of that sport (eg. Football Association of Singapore for football activity).

5.1.3 Overlapping Guidelines

Adopting the more stringent guideline should there be overlapping guidelines.

5.1.4 Emergency Numbers

Knowing the emergency numbers to call in the event of any emergencies. These emergency numbers can be found at

http://nus.edu.sg/osh/emmgt/emergency_nos.html.

5.1.5 Automated External Defibrillator

Knowing the location of the nearest Automated External Defibrillator (AED). The locations of AEDs on NUC campuses can be found at

https://share.nus.edu.sg/corporate/procedures/emergency_mgt/Crisis-Management/AED-deployment-directory.pdf.

5.1.6 Health Declaration

Checking that only those who declared that they are physically well and fit are allowed to participate. Organisers are encouraged to do this through health declaration forms to be completed by all participants. A sample Health Declaration Form is attached as Annex A. Where it is impractical to complete, collect and check health declaration forms, organisers should verbally brief all participants about the contents stated in the Health Declaration Form and inform all that anyone who is not physical well or fit must not participate.

5.1.7 Declaration of Swimming Ability (for water sports activities)

Checking that only those who declared that they are able to swim (50m in under 2 minutes without flotation aid) are allowed to participate in water sports activities. Organisers are encouraged to do this through declaration of swimming ability forms to be completed by all participants. A sample Declaration of Swimming Ability is attached as Annex B. Where it is impractical to complete, collect and check declaration of swimming ability forms, organisers should verbally brief all participants about the contents stated in the Declaration of Swimming Ability Form and inform all that anyone who is unable to swim (50m in under 2 minutes without flotation aid) must not participate.

5.1.8 **Medical Coverage**

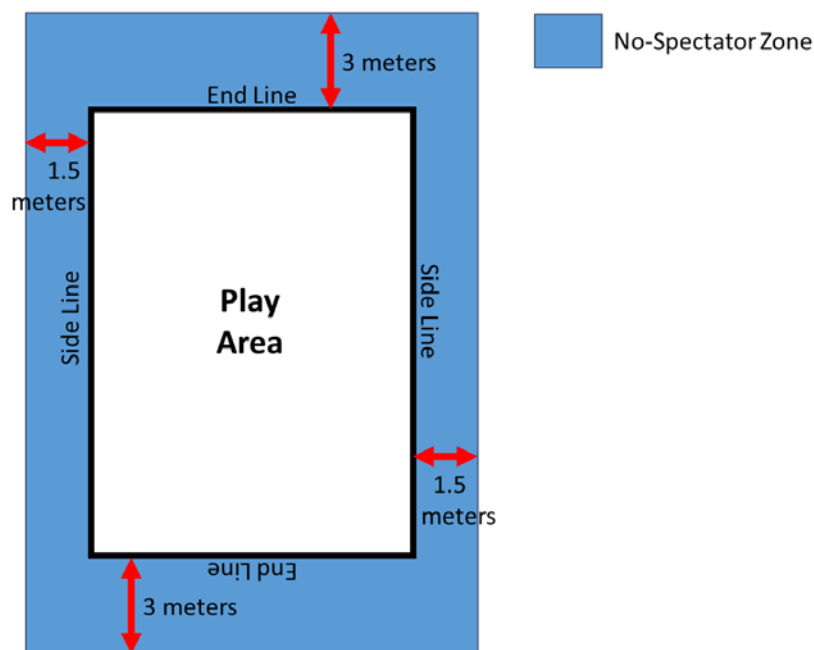
Ensuring that there are first-aiders with medical kit and/or ambulances with paramedics present for the Sports Activity. If organisers are unsure if first-aiders, paramedics or ambulances are necessary, organisers are to seek advice from the national governing body of that sport (eg. Football Association of Singapore for football activity).

5.1.9 **Environment**

Checking that the environment is safe for both participants and spectators and that it is suitable for the sport that is being organised.

5.1.10 **No-Spectator Zone**

Ensuring that no spectators are allowed in the No-Spectator Zone. The No-Spectator Zone must be minimally 1.5m from the sides and 3m from ends of the play area.



Players' benches, officials' tables and penalty benches shall be allocated in accordance to technical rules of the respective sport.

5.1.11 **Lightning Warning**

Immediately stopping all outdoor activities and getting everyone to seek shelter when there is a lightning warning or alert. Organisers of any outdoor NUS Sports Activities held outside of NUS are to check with the relevant meteorological services for lightning alerts. Organisers of any outdoor NUS Sports Activities held in NUS are to read and understand the Information about NUS Lightning Warning System as detailed by NUS Sports & University Town Management Unit (SUU). This can be found at <http://nus.edu.sg/osa/documents/resources-and-policies/sports-safety/Lightning%20Warning%20System.pdf>.

5.2 **Sport Climbing Wall at University Town**

In addition to the above, organisers using the Sport Climbing Wall at UTown are to adhere to the NUS Guidelines for the Use of Sport Climbing Wall at UTown as detailed by the NUS Sports & University Town Management Unit (SUU). This can be found at <http://www.nus.edu.sg/osa/documents/resources-and-policies/sports-safety/NUS%20Climbing%20Wall%20Guidelines.pdf>.

5.3 **Cheerleading**

In addition to the above, organisers of any NUS Cheerleading Activities are to adhere to the NUS Cheerleading Safety Guidelines found in Annex C.

6 **Developmental History**

Rev	Proposed by	Approved by	Approval Date	Effective Date
1/2018	Lawrenz Sim Head of Sports Office of Student Affairs	AP Peter Pang Dean of Students	31/07/2018	1/09/2018

END

<Event Name>

Health Declaration:

Before you sign up for the above named event, here are some questions to answer to assess whether you are physically well and fit to participate in the above named event.

1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?
2. Do you feel pain in your chest when you do physical activity?
3. In the past month, have you had chest pain when you were not doing physical activity?
4. Do you lose your balance because of dizziness or do you ever lose consciousness?
5. Do you have a bone or joint problem (for example, back, knee or hip) that could be made worse by a change in your physical activity?
6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
7. Do you know of any other reason why you should not do physical activity?

Declaration

For your own safety, you are not allowed to participate in the above named event if none of the below declarations apply to you.

- My answers to all the above questions are 'No'. I would like to declare that I am physically well and fit to participate in and undertake the rigours required by the above named event.
- I have answered 'Yes' to one or more of the above questions. However, I would like to declare that I had seek a licensed medical practitioner, and my medical practitioner had certified me physically well and fit to participate in and undertake the rigours required by the above named event.

I declare that the information provided above is true. I shall dutifully report to the organisers of any physical discomfort that may rise out of my involvement in the above named event. I will inform the organisers to reflect any change in my answer above once it is known. I hereby fully consent the event organisers collecting my personal data (including with third parties in or outside of Singapore) for the purpose of this health declaration to facilitate the organising of the above named event.

Participant's Name _____

Signature & Date: _____

Parent's Name _____

Signature & Date: _____

(For those under 18 years of age)

Declaration of Swimming Ability Form

Name of Event / Activity: _____

Participants who are below 18 are required to have their parent/legal guardian complete this form.

I, _____ (Name of participant/parent/guardian, as applicable)
 _____ (Passport or NRIC No.), *parent/guardian of
 _____ (Name of participant) _____ (Passport or
 NRIC No.), hereby declare that *I/my *child/ward *am/is participating in the Name of Event /
 Activity (the "Event"), *I/my *child/ward *am/is aware that the Event may involve activity
 conducted in water or in the sea AND *I/my *child/ward *am/is able to swim continuously, without
 any floatation aid, for at least 50m in under 2 minutes.

 Signature

 Date

In the presence of:

 Signature of Witness

 Name & Passport/NRIC No. of

Witness

*Please delete accordingly.

SPORTS SAFETY GUIDELINES – CHEERLEADING

Updated 1 July 2015

1 Purpose

The purpose of this paper is to establish documented safety guidelines for Professional and Recreational NUS Cheerleading activities.

2 Scope

These safety guidelines shall apply to all staff, students and public participating in any NUS Cheerleading activities.

3 Definition

3.1 NUS defines Cheerleading as a sport where an individual or group execute choreographed movements which may consist of dance and stunts.

3.2 Stunts include jumps, tumbles, toss, somersaults and formation of human pyramids.

3.3 **Professional NUS Cheerleading activities** refer to NUS Cheerleading activities undertaken by established NUS Cheerleading teams. There are currently only three such established teams recognised by NUS; namely the NUS Varsity Cheerleading Team (ie Alpha Verve), the Kent Ridge Hall Cheerleading Team (ie KR Steppers) and the King Edward VII Hall Cheerleading Team (ie KE7 Titans). All other NUS Cheerleading activities not undertaken by Alpha Verve, KR Steppers or KE7 Titans shall be considered as Recreational NUS Cheerleading activities.

3.4 **Recreational NUS Cheerleading activities** refers to NUS Cheerleading activities undertaken by adhoc Cheerleading teams. These are temporary teams usually put together for a once-off performance.

4 Reference

4.1 Annex A
NUS Letter of Undertaking (Coach)

4.2 Annex B
NUS Letter of Undertaking (Captain)

5 Safety Regulations

- 5.1 All NUS Cheerleading activities must adhere to:
- 5.1.1 Existing safety rules as set by Cheerleading Association Singapore (CAS) and Federation Cheerleading Singapore (FCS).
 - 5.1.2 NUS Cheerleading Safety Rules detailed in point 5.2.

- 5.2 All NUS Cheerleading activities will adhere to the following NUS Cheerleading Safety Rules. Where CAS, FCS and/or NUS' rules differ, NUS Cheerleading Safety Rules will take precedence.

NUS Cheerleading Safety Rules		Recreational	Professional
1	Qualified Coach	<p>All stunts must be supervised by an CAS or FCS certified coach who is officially appointed by respective NUS Faculty, Department or Hall of Residences.</p> <p>Coaches are required to know and adhere to the current safety rules as set by CAS, FCS and NUS.</p> <p>Coaches are required to check participants' readiness and conduct trainings with proper learning progression. Coaches must require proficiency before skill progression. Coaches must consider the athlete, group and team skill levels with regard to proper performance level placement.</p> <p>Coaches must enforce the safety rules stipulated in this document.</p>	
2	Appointed Captain	<p>All teams must have a student captain who is officially appointed by respective NUS Faculty, Department or Hall of Residences. Captains are required to assist the coach in enforcing safety rules stipulated in this document.</p>	
3	NUS Letter of Undertaking (Annex A & B)	<p>All appointed coaches and team captains must sign an NUS Letter of Undertaking acknowledging that they have read, understood and will adhere to and enforce the safety rules stipulated in this document. This NUS Letter of Undertaking shall be submitted to the respective NUS Faculty, Department or Hall of Residences overseeing that Cheerleading Team.</p>	
4	Environment & Equipment	<p>Coaches must ensure that all stunts are conducted in an appropriate and safe environment. An appropriate and safe environment is one that meets the following requirements:</p> <ol style="list-style-type: none"> 1) Sufficient buffer space where there is no risk of participants colliding with obstacles. 2) All stunts must be conducted on suitable safety mats. 3) Sufficient buffer space where there is no risk of participants landing or falling outside of the safety mats. 	
5	Safety Briefing	<p>Coaches must brief all participants about stunt-specific safety prior to allowing them to execute new stunts or stunts that are new to some of these participants.</p>	

NUS Cheerleading Safety Rules		Recreational	Professional
6	Pyramids	<p>All pyramids are limited to 2.5 high and 2 layers. During a transition or mount, a person may pass above 2.5 high while in direct physical contact with brace.</p> <p>The arms and legs are considered to be 0.5 high.</p>	<p>All pyramids are limited to 2.5 high and 3 layers. During a transition or mount, a person may pass above 2.5 high while in direct physical contact with brace.</p> <p>The arms and legs are considered to be 0.5 high.</p>
7	Tosses	<p>The person being tossed is not allowed to execute any twists or somersaults.</p>	<p>The person being tossed is allowed to execute, separately, 3 twisting rotations or 1 flipping rotation. When combined, they are only allowed to execute 2 twisting rotations and 1 flipping rotation.</p>
8	Interpretation of Rules	<p>Any person having questions about the interpretation of these safety rules or are unclear about these safety rules are to seek written clarification from Sports Section, Office of Student Affairs (email: sports@nus.edu.sg) before attempting any NUS Cheerleading activities.</p>	

6 Developmental History

Rev	Proposed by	Approved by	Approval Date	Effective Date
1/2012	Lawrenz Sim Head of Sports Office of Student Affairs	AP Tan Teck Koon Dean of Students	22/06/2012	01/07/2012
2/2014	Lawrenz Sim Head of Sports Office of Student Affairs	AP Tan Teck Koon Dean of Students	30/06/2014	30/06/2014
3/2015	Lawrenz Sim Head of Sports Office of Student Affairs	AP Tan Teck Koon Dean of Students	1/07/2015	1/07/2015

END

CHEERLEADING SPORT SAFETY

Updated 25 April 2012

This NUS Letter of Undertaking shall be submitted to the respective NUS Faculty, Department or Hall of Residences overseeing the Cheerleading Team.

CHEERLEADING COACH - LETTER OF UNDERTAKING

I, _____ (Name)

of NRIC / FIN No. _____ verify that I have read and understood all the rules & regulations as stipulated in the NUS Policy – Cheerleading Sport Safety document including its appendixes.

As the appointed coach of the _____ (Name of team) from _____ (start date) to _____ (end date), I acknowledge that it is my responsibility to conduct and supervise my team’s trainings and competitions in accordance to these rules & regulations.

I agree to ensure that my team adhere to these rules & regulations.

Signature

Date

In the presence of:

Signature of the NUS Staff who appointed the coach

Name & NRIC / FIN No. of NUS Staff who appointed the coach

END

CHEERLEADING SPORT SAFETY

Updated 25 April 2012

This NUS Letter of Undertaking shall be submitted to the respective NUS Faculty, Department or Hall of Residences overseeing the Cheerleading Team.

CHEERLEADING CAPTAIN - LETTER OF UNDERTAKING

I, _____ (Name)

of NRIC / FIN No. _____ verify that I have read and understood all the rules & regulations as stipulated in the NUS Policy – Cheerleading Sport Safety document including its appendixes.

As the appointed captain of the _____ (Name of team) from _____ (start date) to _____ (end date), I acknowledge that it is my responsibility to conduct and supervise my team's trainings and competitions in accordance to these rules & regulations.

I agree to ensure that my team adhere to these rules & regulations.

Signature

Date

In the presence of:

Signature of the NUS Staff who appointed the captain

Name & NRIC / FIN No. of NUS Staff who appointed the captain

END