



Safety Plan Filcow 2018

1. Glossary

Child or young person Defined as 0-18 years

Child Protection Process of protecting individual children identified as either suffering or at risk of suffering significant harm.

Code of Conduct Clearly stated expectations of the standard behaviour for athletes and the staff and volunteers fulfilling these roles at championships

Panathlon statement **Panathlon International** (PI) is the non-governmental, non-profit-making, non-political association, without gender or racial distinction, of all Panathlon clubs in the world. It is recognised by the [International Olympic Committee](#) (IOC) and is a member of [SportAccord](#) and the [International Fair Play Committee](#) (CIFP). It is dealing essentially with culture and [ethics in sport](#).

As an independent organization, Panathlon aims at:

- promoting culture and ethics in sport
- working together with organizations having the same goals
- presenting suggestions to handle acute and chronic problems in sport
- stimulating reflection and discussion on “ethics and integrity” (both values-based and rules-based approach) in modern sport based on scientific research

ICES The International Center for Ethics in Sport (ICES) informs, encourages and supports the Flemish sports sector to actively invest in ethical values and standards that are important in quality sports practice.

<http://www.ethicsandsport.com>

<http://www.safeguardingyouthsport.eu/>

2. Introduction to RedFed

RedFed is a non-profit Sport Organisation of over 2500 lifesavers in Flanders (Belgium). Our members, aged 4-99 years, come together and spend their time freely, in our 33 lifesaving clubs to develop their skills and to compete in the Lifesaving sport.

We also aim to provide the facilities for young people to participate in organised lifesaving. FILCOW is one of these activities that gathers athletes from 10-99 years from all over Europe to compete in a fair and safe competition.

Young lifesavers become healthier, safer and develop skills for employment and for life. RedFed provides skills and development opportunities to create young responsible persons who can offer help when needed.

FILCOW – Lifesaving sport

Many lifesavers participate in Life Saving Sport, increasing both their fitness and skill levels. These lifesavers have shown to be better equipped to deal with emergency situations and to saving lives.

Life Saving Sport, therefore, is the sport with an unparalleled purpose, making an outstanding contribution to public service.

Today's sport comprises of both still water and ocean events, presenting a truly multi-disciplined competition with close ties to swimming, athletics, kayaking, rowing, surfing and power boating, all with an extra dimension of excitement that make them unique.

Competitions take place on the beach, in the sea and in the pool, demonstrating the extraordinary strength and diversity of skills of lifesaving athletes.

On the sand endurance is tested in the 2km beach run. Speed and fitness comes to the fore in the beach sprint and relays. The beach flags, with an explosive shoulder to shoulder knock out event that tests reaction time, strength and agility.

In the ocean there are both swimming and craft events. The surf race is a swim, starting from the beach, out through the breakers and back again, but with the luck of the surf, the winner cannot be guaranteed until they are back up on the beach. In board racing, a rescue board modified to optimise speed and manoeuvrability is used. Whereas the ski is similar to a sit-on-top kayak, but designed for speed, cutting

through surf and catching waves. All events rely not only on athletic prowess but the ability to be able to read the unpredictability of the waves to gain any measure of success.

Safeguarding

All sporting events for young people should take place within the broad context of the United Nations Convention on the Rights of the Child (1989). Whilst most children and young people thoroughly enjoy their sport and the camaraderie that goes with it, some experience disruption, danger or injury and others bring with them the impact of issues at home or school.

In order to achieve this all staff involved in this competition are required to read the Safety Plan carefully and to fulfil their respective responsibilities in order to ensure that all the procedures are followed in a consistent and co-ordinated manner.

Purpose of the Safeguarding Plan

The purpose of the Safeguarding Plan is to promote and ensure the well-being of the participants, volunteers, supervisors, team managers and supporters.

Principles

This Safeguarding Plan is underpinned by the following principles:

- The welfare of the athletes and all young people is paramount.
- All competitors and young volunteers, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability, have equal rights to safety and protection from harm.

All suspicions, concerns or allegations of harm arising from the event, within the sport or outside of the sport, will be taken seriously and responded to swiftly and appropriately.

Emergency Procedure

All staff and competitors will be made aware of emergency procedures before their arrival.

In the event of general alarm activation at the venue, **immediate evacuation** is the mandatory response.

From the venue, everyone should make their way immediately to the Royal Gallery under the direction of the Team Managers, Support team and Venue staff.

Event Management

During the event there will be an Event Director at the location. There will be a member of the events organising team on duty at all times during the event.

Medical Provision

Medical provision will be covered at all times. There is a first aid post and the duty lifeguards will take the lead on all medical incidents.

The first aiders will be contactable by radio at all times during the event operating hours.

3. Responsibilities Team Manager/Club coach

Estimation of level

It is the coach's responsibility to estimate whether the athlete is able to participate in a particular event under the prevailing circumstances.

Transport and travel

Arrivals and departures and the transition of athletes and team staff are identified as a time of potential risk in any event.

Team Managers are responsible for organising team travel to the event.

Accommodation

Where teams have organised their own accommodation, it is the full responsibility of the Team manager to ensure that young people are appropriately supervised and safeguarding measures are in place to ensure the welfare of the young people.

Refreshments and Entertainment

It is the responsibility of the Team Manager to ensure all competitors have sufficient and appropriate food and drink throughout the event. There is a small café at Surf club that will sell food and drinks.

Photography and Media

The information detailed in this event plan, covers both the taking and use of photographs and images at the Event and afterwards in order to safeguard children and young people.

Young people and parents/guardians will be asked to give consent for their child to be photographed during the entry process. If there are any young people who do not consent to photographs being taken, these details will be logged by the event organisers and no official photographs will be taken of those young people by the event photographers. It is the responsibility of the Team manager to pass on the names of those athletes who do not consent to photographs being taken.

4. Behaviour

4.1. Smoking

Smoking is no longer allowed in the majority of enclosed public places in Belgium, including workplaces, to protect people from the harmful effects of passive smoking.

The Smoke-free (Premises and Enforcement) Regulations 2006 came into force on April 2nd 2007. 'No-smoking premises' include premises such as restaurants, bars, shops, cinemas, offices, hospitals, work vehicles and sports centres. Those premises will then be no-smoking premises if they are wholly or substantially enclosed.

In order to promote a positive image Event Organisers, Team Managers, Team Support Staff, Safeguarding Officers that do smoke, will not do so in the presence of athletes, young officials, young volunteers whilst at the European Lifesaving 2015 nor whilst they are wearing their official clothing.

4.2. Alcohol Policy

Context

This is a high profile event for young people, which is leading the way in terms of best practice. All competitors under the age of 18 years, must not consume or be in possession of alcohol for the duration of the Event.

- It is forbidden to sell, donate or offer any drink or product of which the actual alcoholic strength by volume exceeds 0.5% to less than 16 year olds. Any person who wants to buy drinks or other alcohol-based products may be asked to show that he or she is over 16.
- It is prohibited to sell, donate or offer alcohol, as provided for in Article 16 of the Law of 7 January 1998 on the structure and excise duty on alcohol and alcoholic beverages, to minors 18. Any person who wants to buy spirits may be asked to show that he or she is over 18.

Policy

Team Managers will ensure there is always one member of the support staff/team that abstains from drinking alcohol during the event, to ensure the safety and welfare of the young people within the team at all times.

- All other adults need to ensure they are always in a position to make appropriate decisions and judgements and must not drink alcohol in the presence of young competitors, young officials, young volunteers or if they may be required to provide any services for young people, e.g. acting as a mentor; on a rota for emergencies/cover.
- All team staff must ensure they are fit for duty in the morning / start of an event.

4.3. Sexual activity

Within sport, as within other activities, sexual relationships can and do occur. Team Managers, Team Support Staff and Safeguarding Advisors must be aware of the law relating to sexual behaviour and observe their own code of conduct.

Sexual activity between young people is not allowed. Inappropriate or criminal sexual behaviour by young people may result in disciplinary action as well as being investigated under the procedures of the ruling government.

Sexual relationships between adults and children under the age of 16 are illegal. Relationships between adults and young people over the age of 16 raise serious questions about the power imbalance inherent in the relationship. A coach or other adult in a position of authority has significant power over a young person's career. For adults in defined positions of trust such as teachers and coaches, sexual relationships with 16-17 year olds constitutes a criminal offence.

Inappropriate or illegal behaviour will lead to suspension and disciplinary action and will be referred to the Police/Children's Services for investigation.

4.4. Criminal/anti-social behaviour

No type of criminal activity will be tolerated at the event. Appropriate action (i.e. referral to the Police) will be taken which could result in criminal charges being made against the offender if criminal activity is observed or suspected.

4.5. Bullying

Every week, countless children and young people live with their favorite sports. But not always. Bullying is a creeping evil. It addresses emotional damage in schools, on the workplace, but also on the grassland and in the sports hall. It is a major form of violence that also involves minor athletes in Flemish sports organizations. Bullying is harmful, hurtful and sometimes even life threatening.

5. Code of conduct

All competitors will abide by the ILSE Code of Conduct and the Fair-play code for lifesaving competitions for throughout the event.

Code of conduct for competitors, technical officials and members

ILSE-sanctioned competitions are high profile public events. ILSE expects all competitors, officials and members to co-operate to ensure a positive public image. Behaviour likely to cause embarrassment or damage to the image of ILSE or lifesaving competition will be referred to the Disciplinary Committee.

Penalties may include expulsion of individuals or teams from the competition. ILSE expects the highest standard of conduct of its competitors, officials and members. These expectations are reflected in the rules for competition in the ILSE constitution and this . For the purpose of applying the code of conduct, the definition of a 'team' includes actual competitors, coaches, assistants, spectators, etc., travelling with the team. Violations of this code will result in individual and/or team disqualification from the competition.

5.1. Fair-play code for lifesaving competitions

It is important that competitions be conducted in a spirit of goodwill and sportsmanship. Competitors are required to abide by and compete within the rules. Any breach of the rules will be reported to the Chief Referee who may initiate action as described in 3.2 *Misconduct*. Team members represent their country, their organisation, their club, their sponsors and ILSE. As such, team members shall at all times conduct themselves in a proper and civil manner during the championships and related activities including social functions. Unbecoming conduct by a team or its supporters is a serious offence and will be dealt with as such. Any action by a team which attempts to disrupt or interfere with another team is a serious offence and will be dealt with as such. The general conduct of all participants will be measured by the following ILSE *code of fair play*:

a) **ILSE will:**

- Promote and encourage fair play through its members.
- Impress upon competitors, coaches, technical officials and administrators the need to maintain the highest standards of sportsmanship and good behaviour in lifesaving sport.
- Ensure that its rules are fair, clearly understood by competitors, coaches, technical officials and administrators, and properly enforced.
- Make every effort to ensure that its rules are applied consistently and impartially.
- Treat all members equally, regardless of gender, race or physical characteristics.
- Make all reasonable provision to accommodate competitors with disabilities provided that there is no competitive disadvantage to other competitors in the event being contested.

b) **ILSE technical officials will:**

- Abide by the rules and the spirit of the competition.
- Be honest, fair and ethical in dealing with others.
- Be professional in appearance, action and language.
- Resolve conflicts fairly and promptly through established procedures. ILSE Competition Rulebook v9.5 (12-14), Section 3 - General Rules and Procedures Page 36
- Maintain strict impartiality.
- Maintain a safe environment for others.
- Be respectful and considerate of others.
- Be a positive role model.

c) **Competitors will:**

- Abide by the rules and the spirit of the competition. Accept the decisions of Referees and Judges without question or complaint.
- Never consider cheating and in particular, not attempt to improve their individual performance by the use of drugs.
- Exercise reasonable self-control at all times.
- Accept success and failure, victory and defeat, with grace and magnanimity.
- Treat their fellow competitors and team members with respect, both in and outside the competition arena.

d) **Team managers and coaches will:**

- Insist that competitors understand and abide by the principles of fair play.
- Never countenance the use of drugs by competitors.
- Never employ methods or practices that could involve risks, however slight, to the long-term health or physical development of their competitors.
- Not attempt to manipulate the rules in order to take advantage of their competitors or their opponents.
- Respect the regulations and authority of ILSE and its member organisations and not attempt to avoid or circumvent these regulations.
- Recognise the special role that they have to play in ILSE and set a good example of sportsmanship and good behaviour at all times.
- Respect the rights of other teams and never deliberately act in a manner intended to be to the detriment of another team.
- Respect the rights of competitors, coaches, technical officials and not exploit or deliberately act in a manner detrimental to them.

- Not endeavour to influence the result of a competition by any action not strictly within the rules and regulations or within the fundamental precepts of fair play.

e) Delegates, media representatives, supporters and spectators will:

- Respect the authority and regulations of ILSE and not attempt to avoid or circumvent them.
- Accept the authority of technical officials.
- Abide by the spirit of the competitions.
- Exercise reasonable self-control and display good behaviour at all times.
- Be respectful and considerate in interactions with others.
- Acknowledge the performance of all involved in the competition with grace and magnanimity.

5.2. What should be reported?

In order to provide as much information as possible about the European Lifesaving 2015 and to ensure consistency throughout the event, the following information details what should be reported from a safeguarding perspective.

Category A

Concerns to be reported may include:

- General concerns about a young person/persons' welfare.
- Any event or circumstance related to a child protection/ safeguarding incident including bullying, poor practice and prejudicial behaviour.
- Suspicions or allegations of:

Misconduct/breach of code of conduct made against any member of staff, volunteer or against the European Championships 2015 code of conduct.

Abuse made against any member of staff or volunteer or other party on site.

Misconduct/breach of code of conduct/abuse made against an athlete, young official or young volunteer.

Abuse within a child's family or community abuse made against an athlete, young official or young volunteer.

Category B

All accidents and incidents, no matter how trivial they might appear, should be reported. For example:

- Any injury to any part of a person's body
- Any case requiring medical or first aid treatment.
- Any event or circumstance, which is believed, could have resulted in bodily injury, illness, shock or other condition requiring immediate treatment.
- Any event or circumstance which resulted in, or in which it is believed could have resulted in, a person's exposure to a substance hazardous to health.
- Any event or circumstance, which resulted in, or in which it is believed could have resulted in, damage to the site, equipment, vehicle or personal property.

5.3. Reporting procedure

All Team Managers/ Safeguarding Advisors must complete a report if an injury, accident, incident or near miss occurs or if they have any concerns in line with the above. The Initial Issue/Concern Report Form (Appendix 8 and 10) should be used for this purpose.

If the incident occurs at one of the competition venues, the venue staff will require some of the information on the Accident/Incident Report Form for their records.

All relevant forms are held by the Event Safeguarding Manager, Event Safeguarding Lead Officer and Event Manager at the competition venues.

Those reporting should not contact the Police/Ambulance/Children's Services directly (except in an emergency for accident or incidents) but contact their Team Manager or the Event Safeguarding Manager direct.

Flag system ICES

Flag System is a useful tool for sport clubs, sport coaches and athletes to be aware of learning physical and sexual cross-border behavior in sport. Based on six criteria, you will correctly assess physical and sexual cross-border behavior. This allows you to judge a situation with a green, yellow, red or black flag. The color indicates how you can respond appropriately. The Flag System wants to provide you with an effort to respond responsibly, but rationally and consistently, using a clear method.

Six Criteria

1. Consent: Physical or sexual behaviour is only okay if all those involved clearly agree and feel comfortable
2. Voluntariness: There may be no compulsion or pressure in physical or sexual behavior
3. Equivalence: Physical and sexual behaviour is just okay between equivalent partners.
4. Development: At each stage of development, sexual behavior is typical and therefore acceptable
5. Context: Healthy physical or sexual behavior has to be adapted to the context
6. Self-respect: Children or adolescents may not harm themselves or the others by what they do or in any situation they create

Flag system

- Green flag: No further actions
- Yellow flag: Informing that the conduct is not appropriate
- Red flag: To be disqualified from the event
- Black flag: Informing local Authorities

	Green	Yellow	Red	Black
Consent	OK	±OK	-OK	--OK
Voluntariness	OK	±OK	-OK	--OK
Equivalence	OK	±OK	-OK	--OK
Development	OK	±OK	-OK	--OK
Context	OK	±OK	-OK	--OK
Self-respect	OK	±OK	-OK	--OK

6. General Information

6.1. Organizer

Vlaamse Reddingsfederatie vzw (RedFed)

Gemeenteplein 26, 3010 Kessel-Lo

016 35 35 00

Info@redfed.be

6.2. Director Event

Wijnand Hubregsen

Brugveldstraat 9, 3012 Wilsele

0476 66 82 09

whubregsen@redfed.be

6.3. Partners

Vvw Inside-Outside vzw

Koningin Astridlaan 7-9, 8400 Oostende

Erik Lamoot

0473 98 37 78

Reddersclub Oostende

Levy Meyer

0474 58 20 57

Levy.meyer@reddersclub.be

6.4. The event

Name: FILCOW: Flanders International Lifesaving Competition Open Water

Date: 7-8 July 2018

Place: Surf and Beach Areas for Surfclub Outside Oostende

Koningin Astridlaan 7-9, 8400 Oostende

Goals:

- Open Flemish championship Lifesaving with international participation.
- Promotion of lifesaving sport

6.5. Program ([Appendix 1: Competition Program](#))

Saturday and Sunday

- Water Area
 - Ocean(wo)man
 - Surf race
 - Board race
 - Surfski race
 - Ocean(wo)man relay
 - Board rescue
- Rescue Tube relay
- Beach Area
 - Beach sprint
 - Beach flags
 - Beach run
 - Beach relay

6.6. Participants: (Appendix 2: List of Participants)

Saturday and Sunday: 250

6.7. Volunteers: (Appendix 3: list of Volunteers)

- Redfed: 3 persons
- Officials: 30 persons
- Rescue team: 10 persons
- Crew: 17 persons

6.8. Spectators:

- Parents – family –club members : 100
- Local: depending on the weather from 100 – 500

7. Application of the organization (Appendix 4)

The application is send to the Sports Department of the City of Oostende. The application requests approval from several Authorities:

- College of Mayor and Councilors
 - o Request to equalize the beach
 - o Request for a temporary re-destination of the zone. Request a derogation from the coastal regulations. Zone completely free of activities. Allow zone only for contest.
- Police
- Naval Police
- Federal government: Department Mobility and Transport - Directorate-General for Shipping section Surf Sports (Appendix 5)
- Fire brigade
- Intercommunal Coastal Rescue Service West Flanders
- Surf club: Members are informed that a Lifesaving competition is taking place on that weekend and alternative places to go surfing, kiting, are offered.

8. Risk analysis

A risk analysis clearly identifies the risks involved in the activities for participants and third parties (public). If sporting activities are also organized for third parties, a risk analysis should be prepared for these secondary activities.

The risk analysis (Appendix 6) is the first step towards drawing up this safety plan. We distinguish three important security measures.

- General safety precautions
 - o Measures to avoid serious incidents
- Specific safety precautions
 - o Measures to avoid accidents and light accidents
- Precautions for sexual abusive behaviour
 - o Flag system of ICES:
 - Green flag: No further actions
 - Yellow flag: Informing that the conduct is not appropriate
 - Red flag: To be disqualified from the event
 - Black flag: Informing local Authorities

9. General safety precautions

The following measures are taken to ensure the safety of the participants. Failing to lose one of these measures requires the organizer to wrap or shut down the competition or event.

9.1. First Aid Post – FAP

The First Aid Post is continuously manned by at least 1 person. This person is in possession of a Lifeguard Certificate or a First Aid diploma. The FAP is always backed up.

The First Aid Post contains sufficient material ([Appendix 7](#)) and a telephone is available to inform the emergency services.

The First Aid Post will be notified to the participants through the setting of a First Aid symbol and communicating the location to the Team Managers.

The First Aid Post can take care of a maximum of 3 victims at the same time. In case of several victims and in case of serious accidents, the 112 is contacted.

All accidents that require more care than first aid (for example heavy sprains, deep undercooling, fractures, wounds to be sewn, ...) will be forwarded to the nearest hospital. This can be done by the parents of the athlete, club supervisors or by an ambulance, depending on the severity.



9.2. Head Master Beach – Chief Lifeguard

During the ocean events there is always a lifeguard supervising the competition areas. With a portable phone he is in contact with the First Aid Post, the local Rescue Services, the chief referees and the Event Manager.

With a marine phone he is in contact with the security boats.

The security boats are in contact with the service Shipping Guidance to follow the weather predictions and other safety procedures.

9.3. Rescue Team

During the ocean events at least 3 security boats are manned by at least 2 rescuers. All members of the Rescue Team have a Lifeguard certificate.

Two boats protect the flanks of the competition area so that this cannot be crossed by other athletes. One boat covers the top of the Water area.

At least one boat contains a marine phone and a portable phone.

If necessary, the lifeboats of the adjacent zones can be called upon.

Additionally, clubs are allowed to secure their own athletes with a rescue board or surf ski. This happens at a safe distance from the athletes.

There is 1 jet ski available at the Surf club that can be used.

9.4. Communication

The 3 posts above are in contact with the event manager.

The VHF stands at frequencies 72 or 77 for communication between the security boat and Head Master Beach. The frequency to report to the Federal government is 16/67

- The Chief Referees will indicate to the Rescue Team and the finish judges how many participants have started in each heat.
- The finish judges will communicate how many participants have finished the race.
- The Chief Referee will give an acoustic signal (multiple short blows) if competitors have to stop their attempt on getting through the Surf. He will then communicate with the Rescue Team and finish judges how many athletes were taken out of competition.

9.5. Emergency passage

One or both of the access roads to the beach must remain free to allow emergency services: fire brigade, police, ambulance to enter the beach at any time.

The emergency services must have a smooth free passage on the beach both in the direction of Oostende and in the direction of Nieuwpoort.

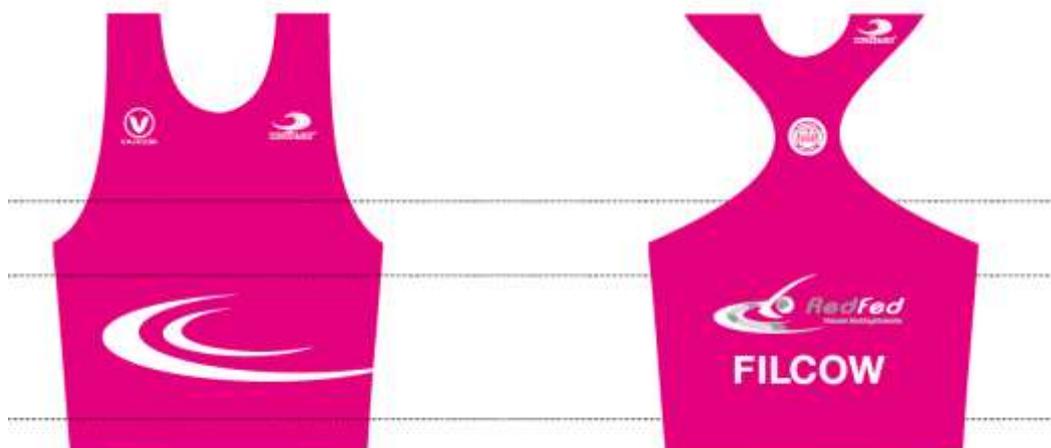
This zone will be clearly marked with post-closures. Participants are advised not to stay in the area.

9.6. Tents – organisation

The FAP, the competition office and the equipment storage will be organised in tents. The tents will be anchored with storm hares. But have to be broken down at wind speeds above 6 Bft.

9.7. Visibility of athletes

During the ocean events the athletes have to wear a distinctive high visibility fluorescent lycra.



10. Security procedure

10.1. Security Team

The security team consists of the following 5 persons:

- Event director
- Head Master Beach
- Head Rescue Team
- Chief Referee
- Head of First Aid Post

The security team can decide at any time to cancel an event or to customize an event for higher safety.

10.2. Cancelling of events

Events are cancelled or temporarily postponed in the following circumstances:

- The absence of one of the six general safety measures mentioned above (points 4.1. - 4.6.).
- Dense fog (sight less than 200m)
- Lightning
- A serious incident
- By a combination of different factors. From the criteria below, a decision will be made by 5 members of the security team.
 - o Wind power: from 6 BFT
 - o Wave height: from 1m50
 - o Currents strengthened by wind direction
 - o Heavy rainfall or hail

These criteria can also lead to the event customization.

10.3. Customizing Event

- Shorten distances
- Start and / or arrival change
- Adjust the sequence of the event
- Adjusting the direction of the event
- Cancel a certain event
- Refusal of certain athletes or age groups
- Change number of participants

11. Procedure for interventions

All interventions have to be listed in the log of irregularities (**Appendix 8**). This includes:

- Security meeting with Security team
- Customizing of events (fences, buoys, starting point,)
- Rescue team intervention
- Interventions of any service
 - Rescue
 - First Aid: Care / Forwarding to hospital
 - Shielding
 - Refusal
 - Cancellation
 - ...

Serious incidents, serious accidents and missing persons are reported to the following services within 24 hours (both by telephone and via the notification form):

- FEDERAL GOVERNMENT SERVICE: Economy, SME, Middle East & Energy, Quality and Safety
 Central point of call: King Albert II Avenue 16, 1000 Brussels
[Http://economie.fgov.be](http://economie.fgov.be)
 E-mail: info.consumentenproducten@economie.fgov.be
 Fax: 02/277 54 38
- MRCC: Maritime Rescue Coordination Center
<https://www.scheepvaartbegeleiding.be/nl/mrcc/taken>
 Maritiemplein 3
 8400 Oostende
 VHF: 16/67
 Tel.: 059 70 10 00 or 059 70 11 00

These incidents are also reported in the log of irregularities.

EMERGENCY PROCEDURE: Procedure to be followed for all accidents and incidents

1.	Notify First Aid Post and the person responsible for that post.
2.	Determining severity of injury by First Aid Post.
3.a	In case of minor injury: on-site care by First Aid Post.
3.b	In case of minor surgery: hospitalization, transport via family, responsible club or ambulance
3.c	In case of serious injury: Notify the responsible organization + Emergency recording (112)
3.d	In case of serious incidents: Notify responsible organization + Emergency recording (112)
3.e	In case of Missing Persons: 112 + MRCC Notify (VHF 16/67 - 059701000)
3.f	Report any incident at sea to MRCC (VHF 16/67 - 059701000)
4.	Handing over the accident report form (Appendix 9) to victim or an accompanying person.
5.	Listing incidents in the log of irregularities.
6.	Incidents in categories 3.d and 3.e must be reported to the above services via the Major Accident Report or Accident Report (Appendix 10).

12. Preventative measures

The risk analysis has shown that minor accidents can be limited by taking the following precautions.

- Levelling the beach.
 - By city services.
 - Closing the wells, with rakes and shovels.
- Cleaning up dirt, stones and other strange objects.
- Fencing off the competition area during the beach events.
- Using a safe distance for Beach flags of at least 2.5m between the flags, running area and the fences.
- Using a safe distance for Beach sprint of at least 1m between the sides and 10m at the exit zones and the fences.
- Allow wetsuits in case of cold water temperatures.
 - Determined by the competition rules.
 - Adjustable by the chief referee in bad weather and after consultation.
- Inflatable and large, well-visible buoys that define the course.
- Clearly visible finish flags.
- The presence of a minimum of officials to ensure a fair competition.
- Visual inspection on the state of the used equipment.
- Presence of a well-equipped first aid post.
- Establish a safety plan and appoint a security team.
- Limitation of participants per heat by the regulations.
- The buoys are placed manually during low tide. The Rescue Team put the buoys on the right spot just before the start.
- At the end of each race day, those buoys are removed from the sea.
- Message for securely anchoring tents, rescue boards, surf skis and paddles so that they do not blow away in heavy winds.
- Increasing the visibility of the participants.

13. Communication Safety Measures

A security plan is indispensable to guarantee the safety of athletes, spectators, helpers and caregivers.

The safety plan is discussed in advance at a security meeting where the following parties are present:

- City services
- Sports service
- Fire brigade
- Police
- Naval police
- Lifesaving Federation (RedFed)
- Head Master Beach
- Chief Lifeguard area
- Representative Surf club

Any comments have been processed.

All parties involved receive the security plan in advance. They are requested to review this thoroughly.

On all competition days, before the first start, the most important safety precautions will be discussed in a briefing with:

- The organization (officials, organizers, helpers, etc.)
- The security team
- The participating clubs

The responsibility is partly imposed on the trainers and coaches to allow them to estimate whether a particular athlete is able to attend the event in the prevailing circumstances. The trainers are responsible for estimating the skills of their athletes. This will be reported during the briefing.

14. Competition Office

COMPETITION OFFICE		
Address	Koningin Astridlaan 7-9, 8400 Oostende	
Telephone	+32 495549958	
E-mail	sport@redfed.be	
Contact	Katleen Pittevijs	
The following documents are available at the competition office		
1.	Program of the competition (Appendix 1)	<input type="checkbox"/>
2.	List of participants (Appendix 2)	<input type="checkbox"/>
3.	List of volunteers (Appendix 3)	<input type="checkbox"/>
4.	Application and Approval of the competition (Appendix 4)	<input type="checkbox"/>
5.	Risk-analysis (Appendix 5)	<input type="checkbox"/>
6.	Checklist First Aid Material (Appendix 6)	<input type="checkbox"/>
7.	Logbook on irregularities (Appendix 8)	<input type="checkbox"/>
8.	Accident report form (Appendix 9)	<input type="checkbox"/>
9.	Report form serious injuries or serious accidents (Appendix 10)	<input type="checkbox"/>
10.	List with emergency numbers (Appendix 11)	<input type="checkbox"/>
11.	Floor plan indicating (First Aid Post, emergency exits, running water, telephone) (Appendix 12)	<input type="checkbox"/>
12.	List of used equipment (Appendix 13)	<input type="checkbox"/>
13.	Checklist KB AOE (Appendix 14)	<input type="checkbox"/>

APPENDIX 5: RISK ANALYSIS

General Risks

Sun stroke	<ul style="list-style-type: none"> - Cold packs – First Aid – 112 - Team managers briefing - Marshalling of athletes
Alcohol Intoxication	<ul style="list-style-type: none"> - Cold packs – First Aid – 112 - No presence of alcohol - Marshalling of athletes
Sexual harassment	<ul style="list-style-type: none"> - First Aid - Rulebook - Flag system
Bullying	<ul style="list-style-type: none"> - Safety Plan
Aggressive behaviour	<ul style="list-style-type: none"> - Code of conduct - Rulebook

EVENT

Beach Events

Risks	Preventive measures
Injury by strange object in the sand	<ul style="list-style-type: none"> - Leveling the beach (city services) - Cleaning the beach (city services) - Raking the area + visual control (volunteers-officials)
Injury by collision	<ul style="list-style-type: none"> - Fencing the competition area - Securing the competition area with Safety Boats - Positioning of officials and volunteers - Adequate indication of the event

EVENT

Ocean Events

Risks	Preventive measures
Drowning	<ul style="list-style-type: none"> - Rescue team with lifeguards at sea and on the beach - High visibility lycra - Presence of resuscitation equipment + AED - Communication devices security team - 112 + MRCC
Fatigue/Panic	<ul style="list-style-type: none"> - Rescue team with lifeguards at sea and on the beach - Communication on number of starters in each heat - Extra security allowed for clubs
Hypothermia	<ul style="list-style-type: none"> - Rulebook: rules concerning isothermic clothing - Rescue team with lifeguards at sea and on the beach - Presence of isothermic blankets
Electrocution	<ul style="list-style-type: none"> - Early cancelling of events when lightning occurs - Contact with MRCC for weather forecast - Hiding place: surf club.
Currents/Waves/Fog	<ul style="list-style-type: none"> - Communication Safety Team - Cancelling, postponing or customizing events under certain circumstances
Injury by collision	<ul style="list-style-type: none"> - Securing the competition area with Safety Boats - Adequate indication of the event - Rulebook: rules concerning distances between each other and contact - Rules of Priority at sea
Stings/Bites	<ul style="list-style-type: none"> - Cold packs – First Aid – 112
Depletion/oxygen shortage	<ul style="list-style-type: none"> - Oxygen providers/Fast sugars/Field bed/Bear Berrie - First Aid – 112

Main activities

Main activities	
EVENTS	Beach flags/Beach sprint/Beach run/Beach Relay
Risks	Preventive measures
<ul style="list-style-type: none"> - Twist of the foot - Injury by clashing with an opponent - Bad fall - Muscular distraction - Sand in the eyes - Wounds by object in the sand 	<ul style="list-style-type: none"> - Levelling and cleaning of the beach - Presence of cold packs – First Aid Post – 112 - Rulebook - Trained and well positioned officials - Presence of running water - Fair play - Field bed/Bear Berrie
EVENTS	Surf race/Run-swim-run
Risks	Preventive measures
<ul style="list-style-type: none"> - Collision between athletes - Being hit or bumped in the face - Being smacked on the bottom by a waves - Twist of the foot - Drinking too much salt water 	<ul style="list-style-type: none"> - Rulebook - Trained and well positioned officials in a boat - Rescueteam - Cold packs – First Aid Post – 112 - Oxygen providers/Fast sugars/Field bed/Bear Berrie
EVENTS	Surf ski race/Surf ski relay
Risks	Preventive measures
<ul style="list-style-type: none"> - Collision between surf skis - Collision between surf ski and person - Being hit by a surf ski or paddle - Twist of the foot 	<ul style="list-style-type: none"> - Rulebook - Trained and well positioned officials in a boat - Rescueteam - Cold packs – First Aid Post – 112 - Oxygen providers/Fast sugars/Field bed/Bear Berrie - Cancelling of event in severe circumstances - Calling back of athletes
EVENTS	Board race/Board relay/Board rescue
Risks	Preventive measures
<ul style="list-style-type: none"> - Collision between rescue boards - Collision between rescue board and person - Being hit by a rescue board - Twist of the foot 	<ul style="list-style-type: none"> - Rulebook - Trained and well positioned officials in a boat - Rescueteam - Cold packs – First Aid Post – 112 - Oxygen providers/Fast sugars/Field bed/Bear Berrie - Cancelling of event in severe circumstances - Calling back of athletes
EVENTS	Oceanman/Oceanman relay
Risks	Preventive measures
<ul style="list-style-type: none"> - Collision between boards / skis / swimmers - Collision between board / ski and person - Being hit by a board or ski or person 	<ul style="list-style-type: none"> - Rulebook - Trained and well positioned officials in a boat - Rescueteam - Cold packs – First Aid Post – 112 - Oxygen providers/Fast sugars/Field bed/Bear Berrie - Cancelling of event in severe circumstances - Calling back of athletes

APPENDIX 6: CHECKLIST FIRST AID MATERIAL

Name	Application	Number
Telephone	112, antigif, MRCC,...	2
Oxygen provider	Reanimation/inhallation/Fatigue	1
AED	Reanimation - defibrillation	1
Spine board	Spinal injury and bear berrie	1
Stiff neck	Spinal injury	5
Tile/bucket	Cleaning eyes	1
Running water	Cleaning	1
Fysiologisch water	Reinigen/spoelen	1
Patches	Covering of small wounds	1
Bandage	Covering of bigger wounds	
Plakbad	Fixation	2
Tape	Support/connection/Fixation	2
Compress	Cover / Cleaning	5
Fast sugars	Depletion	
Isothermic blankets	Hypothermia	10
Warm drinks	Hypothermia	
Field bed	Depletion/ Exhaustion/Fatigue/unwell	1
Instant cold pack	Sprains, bumps, fractures, sunstroke...	10
Disinfecting alcohol	Disinfecting hands and instruments	2
Flamigel	Wound healing ointment	1
Disinfectant	Disinfecting wounds	2
Sterile gloves	Hygienic work	5
Tweezers	Splinters	1
Scissors	Cutting open of clothes, wetsuits, cutting of bandages, patches, tape	1
Thermometer	Fever / reactions / hypothermia	1
Paracetamol	Fever/general pains	1

APPENDIX 9: REPORTFORM FOR INJURY (INSURANCE)



AANGIFTEFORMULIER "LICHAMELIJKE ONGEVALLEN"

INLICHTINGEN OMTRENT UW CLUB EN / OF UW FEDERATIE

Polisnummer : L.O. 1.102.192
B.A. 1.102.193

VLAAMSE REDDINGSFEDERATIE



Benaming van uw club

Naam en adres clubverantwoordelijke

Tel. nr. / GSM E-mail

INLICHTINGEN OMTRENT HET SLACHTOFFER

Naam

Voornaam

Adres

Geboortedatum / / M V Beroep

Clubid sedert / / Nr. federale lidkaart

U was op het ogenblik van het ongeval : beoefenaar officieel scheidsrechter
 toeschouwer andere :

IBAN NR. BIC NR.

E-mail

INLICHTINGEN OMTRENT HET ONGEVAL

Datum van het ongeval / / Dag Uur

Plaats van het ongeval

Beschrijving van het ongeval (oorzaken, omstandigheden, gevolgen)

Schets (bij te voegen indien het een verkeersongeval betreft)

.....
.....
.....

Gelieve m.b.t. de lichamelijke letsels bijgevoegd medisch getuigschrift te laten invullen door uw geneesheer.

Tijdens welke soort activiteit vond het ongeval plaats ? Training Officiële competitiewedstrijd / kamp

Vriendenwedstrijd / kamp Afzonderlijk onderschreven dekking "Tijdelijke Risico's" Andere :

Tijdens deelname aan een clubactiviteit Op weg naar of van de clubactiviteit

Tijdens deelname aan een activiteit buiten clubverband Gebruikte vervoermiddel

APPENDIX 10. REPORT FORM OF A SERIOUS INCIDENT/ACCIDENT/INJURY

Data responsible organiser		Data Event	
Name:	Wijnand Hubregsen	Name:	FILCOW
Address:	Brugveldstraat 9, 3012 Wilsele	Address:	Koningin Astridlaan 7-9, 8400 Oostende
Telephone:	+32476668209		

Data incident/accident/injury	
It concerns:	<input type="radio"/> an incident <input type="radio"/> an accident <input type="radio"/> an injury
Date:	
Time:	
Related material:	
<u>Data Victim:</u>	
Name:	
Address:	
Telephone:	
Date of Birth:	
<u>Data Witness</u>	
Name:	
Address:	
Telephone:	
Nature of injury:	
<u>Brief description:</u>	

Signature responsible:

THIS FAX MUST BE TRANSMITTED TO +32 22 77 54 38
info.consumentenproducten@economie.fgov.be

APPENDIX 11: LIST OF EMERGENCY NUMBERS

	Telephone	Address
Police	+3259 56 11 11 101	Vindictivelaan 1 8400 Oostende
Fire Brigade	112	Velodroomstraat 13 8400 Oostende
Emergency Service 112	112	Velodroomstraat 13 8400 Oostende
Anti-poison centre	+3270 24 52 45	Bruynstraat 1 1120 Brussel
Hospital 1: AZ Damiaan Campus St.-Jozef	+3259 41 40 40	Gouwelozestraat 100 8400 Oostende
Hospital 2: AZ Oostende Campus Henri Serruys	+3259 55 51 01	Kaïrostraat 84 8400 Oostende
Hospital 3: AZ Sint-Jan Brugge	+3250 45 21 11	Ruddershove 10 8000 Brugge
MRCC: Maritime Rescue Coördination Centre	+3259 70 10 00 VHF 16/67	Maritiem Plein 3 8400 Oostende
RESPONSIBLES		
- Vlaamse Reddingsfederatie vzw (RedFed)	+3216 35 35 00	Gemeenteplein 26 3010 Kessel-Lo
- Wijnand Hubregsen: Event Director	+32476 66 82 09	Brugveldstraat 9 3012 Wilsele
- Kaatje Van Melckebeke: Head of First Aid Post	+32478 36 17 93	Pasteelblokweg 28 3010 Kessel-Lo
- Katleen Pittevels: Contact competition Office	+32495 54 99 58	Wipstraat 4 3010 Kessel-Lo
- Wim Nuyens: Chief Referee General Coordinator events	+32477 73 78 97	Monnikenhofstraat 149 2040 Berendrecht
- Levy Meyer: Head Master Beach Responsible Lifesaving club	+32474 58 20 57	Kivietstraat 15, 8400 Oostende
- Erik Lamoot: Responsible Surf club	+32473 98 37 78	Schietbaanstraat 8, 8400 Oostende
- Luc Deweerdt: Head Rescue Team	+32478 41 18 65	Leeuwerikenweg 45, 3140 Keerbergen

Saturday 7 July: 8:00-18:30



Beach sprint track



Beach flags area



Emergency Passage for emergency services



Board race course

Surf race course



Surf ski course



RTR and RBR course

Sunday 8 July: 8:00-18:30



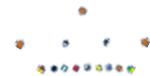
Beach sprint track



Beach flags area



Emergency Passage for emergency services



Oceanman course



Surf race course

Detailed setup Beach



Material area



Surf Club Outside



Beach flags area



Athletes zone



Beach sprint track



First Aid Post



Emergency Passage



Water Areas



Competition Office

APPENDIX 13. LIST OF PRODUCTS AND MATERIALS

Below is a list of 'products and materials' that can influence the safety of the participants.

Product	Brand	How is safety guaranteed?
Surf ski	Different brands	Visual inspection of the state of the material. On the beach they are put with their nose in the wind to prevent them from blowing away. Rules of competition.
Paddles	Different brands	Visual inspection of the state of the material. Rules of competition.
Board	Different brands	Visual inspection of the state of the material. On the beach they are put with their nose in the wind to prevent them from blowing away. Rules of competition.
Fins	Different brands	Visual inspection of the state of the material. Rules of competition.
Rescue tubes	Different brands	Visual inspection of the state of the material. Rules of competition.
IRB = Inflatable Rescue Boat	Different brands	The boats guard the safety of the participants. But they do this from a safe distance as they are driven by an outboard engine. In a rescue operation, the engine is set to neutral.
Buoys	Wetiz	The buoys are inflatable and thus made of a soft matter. Collision does not pose a risk of injury.
Anchors	Danforth/ Folding Grapnel	Anchors ensure that the buoys are in place. They are laid with low tide and then moved by the boat. Anchors are sufficiently deep so nobody can walk on it.
Ropes		The set of cans is connected by means of a long rope of 48m. This rope is located at about 1m50 below the water level. The buoys are led to a chain with a rope. The chain is attached to the anchor. Other ropes are used to define tracks. The starting rope and ropes to indicate the position of the flags are removed after everyone is in position.
Fences		There are post-closures located around the beach flags terrain. This to avoid collisions with spectators. fences are placed at a safe distance of 2m50 from the field of activity.
Beach Flags		The beach flag sticks are made of a pleat soft material so they can not cause wounds.
Competition flags		The arrival flags are large and colorful so that they are well visible from the water. They are dug and held by an employee.
Flag posts		The flagpoles are dug into 0,80m deep
Tents		The tents are anchored with storm hares.

APPENDIX 14. CHECKLIST KB AOE

Nr	Questions	OK
1	Has the organizer, possibly assisted by third parties, conducted a risk analysis for the active recreational event?	YES
2	Did the risk analysis identify the hazards that exist during the active recreational event?	YES
3	In the risk analysis, the corresponding risks to the safety of participants and third parties were determined and more specifically?	YES
4	Have these risks been evaluated in the risk analysis?	YES
5	Has the organizer, possibly assisted by third parties, prevented prevention measures based on the risk assessment performed?	YES
6	Do these preventive measures include technical measures?	YES
7	Do these preventive measures include organizational measures?	YES
8	Do these prevention measures include supervision and guidance instructions?	YES
9	Do these preventive measures include instructions for the provision of information?	YES
10	Do these preventive measures include instructions for employee training?	YES
11	Do these prevention measures include instructions for controlling the participants' knowledge, skills and technology?	YES
12	Are these preventive measures taken by the organizer during the event?	YES
13	Has the organizer appointed one final manager for the duration of the Event? Or if he does not have a final responsibility, does he act as the final manager?	YES
14	Is this ultimate responsibility for overall coordination and safety during the event?	YES
15	Does the final manager take all the necessary decisions?	YES
16	Is the final manager present throughout the duration of the event?	YES
17	Has the organizer taken the necessary steps to ensure that there is no danger to the safety of the participants or third parties under normal or otherwise foreseeable conditions during the event?	YES
18	Do these preventive measures be required? Do these necessary measures relate to the setup, testing, inspection and maintenance of the existing installations?	YES
19	Do these necessary measures relate to the testing, inspection and maintenance of the products used?	YES
20	Do these necessary measures relate to the training of the staff and the instructions given to them?	YES
21	Do these necessary measures relate to the training of the final responsibility and instructions given to him?	YES
22	Do these necessary measures relate to the knowledge, skills and technology of the users?	YES
23	Do these necessary measures relate to the inscriptions addressed to the users?	YES
24	Does the final manager at an Event have a list of all products required for the Event that may affect the safety, description and identification of these products and a determination of their characteristics?	YES
25	Does the final manager have an active recreational event on an event sketch of the event.	YES
26	Does the final manager take the necessary steps to ensure that the necessary information regarding the organizer's address is provided to the participants?	YES
27	Does the final manager take the necessary steps to ensure that the necessary information regarding the organizer's address is provided to the participants?	YES
28	Does the final manager take the necessary steps to ensure that the necessary information about the nature of the required knowledge, skill or technique is provided to the participants?	YES
29	Does the final manager take the necessary measures to ensure that the necessary information regarding the relevant information mentioned in article 7 of the law is provided to the participants?	YES
30	Is the indication of "Use at your own risk" or any other similar entry removed?	YES
31	Can the final manager at the active recreational event demonstrate that a risk assessment was conducted?	YES
32	Can the final manager at the active recreational event demonstrate that the prevention measures based on the risk analysis are available?	YES
33	Can the final manager during the active recreational event demonstrate that the list and the situation sketch referred to in article 5 of this KB are available?	YES