

Blue Lagoon Christian Camp and Conference Centre



Games Room

Standard Operating Procedure and Risk Management Plans



Table tennis, Air hockey, Billiards, Foosball, Board games

OVERVIEW

A space where campers can relax, rest and socialise during free time and a handy space and activities for wet weather alternatives.

OUTCOMES

Activities that campers can use during free or during a programmed activities. It aims to promote an environment of team cooperation, sharing and good sportsmanship.

PRE-REQUISITES FOR INSTRUCTORS

There are no qualifications needed by the supervisor of this area but they must be a responsible adult who is capable of supervising a large group of campers

LOCATION

The Games room is located in the central camp building, downstairs, under the dining room

PRIOR TO COMMENCING

Ensure the area is tidy, free from tripping hazards, the barrier is set around the fire (if in use) and all the equipment is in good repair and present.

INITIAL INTRODUCTION AND PARTICIPANT BRIEFING

Campers should be briefed on appropriate behaviour for the Games Room. Running is unnecessary and dangerous with the steps and other hazards in the room. Staff are the only ones permitted to tend the fire. If equipment is damaged during use please inform camp staff so that it can be repaired or replaced.

Billiards and table tennis equipment is located on the shelf at the rear of the room.

SPECIFIC ACTIVITY SAFETY AND INSTRUCTIONS

Equipment is to be used properly and safely. Misuse of equipment may lead to confiscation.

TABLE TENNIS

ADDING UP THE POINTS

- The winner of a match is the one who wins the first THREE or FOUR games (according to the competition)
- A game consists of 11 points
- There must be a gap of at least two points between opponents
- If the score is 10-10, the game goes in to extra play until one of the players has gained a lead of 2 points
- The point goes to the player who successfully ends a rally
- The score of the server is always announced first

SCORING

A player scores a point when his opponent commits one of the following errors:

- He isn't able to return the ball.
- He returns the ball outside the opposite side of the table.
- He lets the ball bounce more than once in his own court before returning it.
- He touches the ball several times successively.
- He strikes the ball in volley (without it bouncing on the table) above his side of the table.
- He moves the table during play.
- He touches the net or a post.
- His free hand touches the table.
- He makes a bad service (see service)

RULES OF THE GAME:

- If the ball touches the table surface, it is declared in
- If it touches the side of the table, it is declared out

- A player is not allowed to strike the ball in volley, unless the opponent's ball leaves the table and I strike the ball in volley behind the table, in which case the point would be given to me.

SERVICE

The initial order of serving is decided by lot. Service changes every 2 points, except during periods of extra play where it changes each time. Service must adhere to the following rules :

- The ball rests freely on the open palm of the hand.
- The hand holding the ball must be above the level of the table.
- The ball should be projected upwards (at least 16 cm)
- The ball should be struck when it is falling and behind the table.
- The ball should first bounce in one's court, then in the opponent's court.
- Service can be diagonal and also in a straight line in singles
- Service can be replayed when :
 - The ball touches the net or its supporting posts before touching the opponent's court ("let" service)
 - The ball touches the net then is struck in volley by the opponent without it touching his court.
 - The receiver was not ready at the time of service.

DOUBLES

Service must be diagonal, from the right half court (marked by a white line) to the opponent's right half court After that, play can cover the whole table, but each partner must take his turn.

Service changeover in Doubles:

- A1 serves to B1 (2 services),
- B1 then serves to A2 (2 services),
- A2 then serves to B2 ,
- B2 serves to A1 and continuing in this way for every 2 services. Following service, each player takes turns to return the ball.

In addition to the aforementioned cases in singles, a doubles team scores a point when its doubles opponents make one of the following errors :

- At service, the player lets the ball bounce on the left half court, on either side of the court.
- A player strikes the ball when it is not his turn.
- Obstruction is not an acceptable claim for players of the same doubles team.

AIR HOCKEY

1. The first player to accumulate seven (7) points wins the game.
2. When the puck enters and drops inside a player's goal, the player's opponent receives one point (unless play had been suspended by the referee or the offensive player had committed a foul during or prior to the shot.)
3. After each game, players will alternate tablesides.
4. The player scored upon receives possession of the puck for the next serve.
5. A player may hand serve the puck only after it has entered his goal.
6. A player may play with only one mallet on the playing surface at one time. Violation results in a foul.
7. The puck may be struck with any part of the mallet.
8. The puck cannot be "topped" by lifting the mallet and placing it on the top of the puck. This cannot be done at any time whether before a serve or after a serve during play. Violation constitutes a foul. Using the mallet to bring an airborne puck to the table or opponent's goal is not a topping violation no matter which side or edge of the puck is contacted.
9. Only one puck may be in play at a given moment.
10. A player has seven (7) seconds to execute a shot, which crosses the centerline. The seven (7) seconds begins as soon as the puck enters and remains on that player's side of the centerline. Violation of this rule is a foul.
11. When the puck is in contact with any part of the centerline, either player may strike the puck.
12. A player may stand anywhere around the table on his/her side of the centerline. He/she may not stand past that line.
13. If any part of a player's hand, arm, body, or clothes touches the puck, it is considered a foul.
14. When a player is scored upon, he/she will have ten seconds to remove the puck from the goal and place it in play. The ten seconds start as soon as the puck has fallen completely through the goal and is available for the player to place into play.

BILLIARDS/POOL

Eight Ball (2 players)

- Eight ball is a two-player (or two-team) game using a standard billiards table and cues. It uses sixteen balls; one white (the cue ball), one black (the eight), seven solid colored and seven striped.
- The object of the game is to use the cue ball to knock all striped or solid-colored balls (depending on the player) into the pockets, then knocking the eight ball in to win.
- All the balls but the cue ball are placed tightly in a triangle with the apex ball on one of the two spots on the table. A stripe and a solid must be at the back corners of the triangle, and the eight must be directly behind the apex ball, but the order of the others doesn't matter. The cue is placed anywhere behind the other spot on the table.
- Players take turns hitting the cue ball to knock the other balls into the pockets ("pocketing" them). Players may pocket any ball but the eight until the first ball is pocketed, at which point the player who pocketed the ball must continue pocketing the same type of balls and the other player the other type. Whenever a player pockets a ball of his type, that player may go again. Once a player has pocketed all of his type of ball, she can attempt to pocket the eight to win. When doing so, the player must indicate ahead of time which pocket he will knock the eight ball into.
- A player fouls, ending her turn and allowing the other player to place the cue ball anywhere on the table, if she pockets the cue ball, drives a ball off the table, touches any balls, hits a ball before they all stop moving or fails to hit any balls with the cue ball. A player automatically loses the game if he pockets the eight ball prematurely, pockets the cue ball while trying to pocket the eight ball or knocks the eight ball into a pocket other than the one he indicated before the shot.

Kelly Pool (2 – 15 players)

This game is played as a rotation game with 2 or more players. A bottle and tally ball set are used for the game. The tally balls (also known as peas) are numbered 1-15. The players may toss a coin or draw a pea for their respective playing positions. Alternatively you can use numbers in a hat to draw if you do not have a bottle and tally ball set.

To begin the game: Player shakes the bottle containing all the peas. Each player draws a pea which will correspond to the numbered ball he must sink. Players should keep their number a secret and give their pea up only after they are "killed or dead" or the game is won.

To win: The player who sinks his number ball first is the winner. The winner receives 50 points from each player. If a player sinks a ball that belongs to another player during the progress of the game and before the game is over, he receives 25 points from that player. A player whose ball is sunk cannot win the game and is known as "Killed or dead". If a player still has a chance to win he is known as "alive". A "killed" player tries to prevent "alive" players from winning by sinking their numbered balls and thereby receiving 25 points from each player he "kills". In the event that all players are "dead" the game is over.

BASIC FOOSBALL

No Spinning There is one fundamental rule that should be applied to any foosball game: spinning is illegal. Spinning is defined by the ITSF as "the rotation of any soccer figure more than 360 degrees before or more than 360° after striking the ball." The foosball rulebook does not say why spinning is illegal, but there are certainly a couple of very valid reasons. Spinning takes away the element of skill from the game; frantic, uncontrolled spinning turns the game into a farce. The temptation for foosball beginners is to spin like crazy in the hope of smashing the ball towards the goal. For players looking to control the ball, outwit the opposition and maybe try some tricks, spinning is, to put it mildly, the curse of foosball.

Starting a Foosball Game

Service In USTSA competitions, the ball is “served,” or put into play, through the service hole in the middle of the table’s side wall. These rules also state that the server can spin the ball through the hole in order to influence its entry onto the field of play. A coin toss is used to decide who starts the game, with each subsequent restart being taken by the player scored against. USTSA also emphasizes the importance of asking the opposing player if he or she is ready before putting the ball into play.

Rules of Table Soccer

Scoring The winner is the first player to score five goals. According to the ITSF foosball rule book, “A ball which enters the goal but returns to the playing surface and/or leaves the table still counts as a goal.” If a player strikes the ball into his own goal by accident, a point is awarded to the opposing player. If using the USTSA service rules, the ball must first be touched by a player for a goal to be awarded. A goal is not awarded if the ball somehow goes straight into a goal from the service Foosball Dead Ball Situations A dead ball occurs when the ball stops in a position where it cannot be reached by any of the players. In this situation, a player can reach into the field of play to remove the ball for a restart using the chosen service method. Reaching into the field of play is illegal at all other times. Jarring or lifting the table is against foosball rules in all circumstances.

PACK UP AND DEBRIEF

All equipment is to be returned to where it belongs and any damages reported. The area should be left tidy and free of rubbish and all belongings should be removed before leaving.

INSTRUCTOR RESPONSIBILITIES

Games can create a competitive atmosphere and although this can lead to developing good sportsmanship it can also lead to disputes and disagreements. The supervisors should be able to diffuse situations where this occurs and they should be able to ensure proper use of equipment and campsite property. No campers should be in the Games room without supervision.

ASSESSING THE LEVEL OF RISK

Once risks are identified, they are evaluated on a 2 dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

The following matrices have been utilised for the assessment process;

Table 1. Primary Risk Category. (the primary risk is the most immediate or likely risk). Risks may technically fall under several categories eg. A student who has their leg trapped under a falling mast on a sailboard may suffer a physical injury (primary Risk), such as a broken leg, however there may be legal action at some point in the future (secondary risk).

Primary Risk Category	Brief Risk Description
Physical	Injury risk to person - including <ul style="list-style-type: none"> ➤ Participants ➤ Instructors ➤ Community members
Property and Equipment	Damage risk to campsite property/equipment.
Environmental	Includes risk factors that may impact upon the activity. <ul style="list-style-type: none"> ➤ Climatic eg. Thunder and lightening, strong winds. ➤ Marine eg. Tidal or current flow. ➤ terrain
Medical and Disease	Includes risk factors associated with: <ul style="list-style-type: none"> ➤ Pre-existing medical condition eg. Epilepsy, asthma. ➤ Loss of required medication eg. Asthma inhaler. ➤ Disease transmission. From person or environment eg. Influenza.
Psychological	Risk associated with trauma or fear/stress.
Legal, Moral and Ethical	Risk associated with: <ul style="list-style-type: none"> ➤ Legal action and/or litigation. ➤ Breach of legal obligations. ➤ Damage to Campsite’s reputation. ➤ Criminal activity.

Table 2: Likelihood Matrix

Level	Descriptor	More Detail
A	Almost certain	Will occur. Expect frequent/regular occurrences.
B	Likely	The event will probably occur more than once
C	Possible	The event might occur at some time
D	Unlikely	The event is not expected to occur
E	Rare	The event may occur only in highly exceptional circumstances

Table 3: Consequence Matrix – relate to the *most probable* outcome.

Eg. A fall from a windsurfer is most likely to result in **no or minimal injury and therefore be rated as 1-2 ie. insignificant/minor.**

Level	Descriptor	More Detail	Injuries	Potential Operational Impact
1	Insignificant	Low Impact, no injuries/damage, low profile.	None	Student still able to participate. Little impact <30min
2	Minor	Minor Injuries/damage sustained. Low impact, possible public embarrassment.	First Aid Treatment	Student able to participate after treatment. Low impact <30min
3	Moderate	Significant injuries/damage sustained. Public embarrassment possible.	Medical Assistance Required	Student unable to continue with activity. Instructor impact whilst treatment given.
4	Major	Extensive injuries/damage sustained. Loss of instructional capabilities, public embarrassment, 3 rd party action, high news impact	Extensive Injuries. Medical Treatment	Loss of instructor/s whilst treatment/medical aid given. Extended rehabilitation of injury/damage repair.
5	Catastrophic	Public embarrassment, 3 rd party action, high news and media impact.	Deaths	Loss of instructor/s, closure of centre whilst investigation conducted.

Table 4: Level of Risk – consideration of both likelihood and consequence.

		Consequence				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	A Almost Certain	High	High	Extreme	Extreme	Extreme
	B Likely	Medium	High	High	Extreme	Extreme
	C Possible	Low	Medium	High	Extreme	Extreme
	D Unlikely	Low	Low	Medium	High	Extreme
	E Rare	Low	Low	Low	High	High

Important Note: Following the identification and implementation of risk management control measures it is assumed that all Risk Descriptions will be reconsidered as having a “low risk” factor. If the re-assessed level of risk remains at “Extreme” or “High” following implementation of control measures serious consideration should be given to not proceeding with this activity. Risk vs Reward for this specific activity should be carefully considered!!

Table 5. Risk Priority – an indication of how quickly/frequently an identified risk needs to be addressed and/or monitored.

Rating	Description
Low	Low priority.
Medium	Medium priority.
High	High Priority. Requires immediate action to redress risk. Additionally, risk should be closely monitored to ensure management strategies to reduce risk are effective.

Important note: The assessment and identification of Risk Priority should not be solely based upon the likelihood or frequency of an event occurring, but more a consideration of a number of factors, including: *frequency, likelihood, consequences (particularly the possibility of serious personal injury or death) and risk of litigation or legal exposure!* A student competing in a bicycle tour event on a controlled public road is very unlikely to be involved in a collision with a motor vehicle, however the consequences may well be most serious, with the possibility of a serious injury and possible legal exposure. Therefore a Risk Priority rating of High should be applied, with appropriate risk management.

Table 4 : Risk Register/Risk Management

Function/Activity:

GAMES ROOM

Compiled by:.....

Activity Description: The Games room is located under the dining room. It is both a programmed and free time activity that is carried out only under the supervision of a briefed and capable adult supervisor.

General Safety consideration: Known hazards will be identified to all participants, in particular the risks to participants when rules are not followed. Participants will be required to remove their shoes if the ground outside is muddy or wet. Running and jumping down the steps is prohibited and should be monitored by the supervising adult. Only staff and authorised teachers are permitted to tend to the fire in the games room. Equipment should be checked prior to use for damage and it should be reported to the camp manager/maintenance overseer. Shoes should be worn at all times when moving about the trampoline area unless jumping on the trampolines themselves.

Primary Risk Category (Refer Table 1.)	Risk description. What and how can it happen	Likelihood (Refer Table 2)	Consequence (Refer Table 3)	Level of Risk (Refer Table 4)	Management. Including existing Control measures to eliminate or reduce the risk. Note: Once the risk management measures listed below are f risks described in column 2 will be reconsidered as having a Level of Risk”.	Priority
1. Physical	Slip/trip/fall	C	2	Medium	<ul style="list-style-type: none"> • Running is not permitted in the games room • Verbal and signage regarding steps in games room • Wet and/or muddy shoes to be removed prior to entry 	Medium
2. Physical	Burn injury from fire	C	3	High	<ul style="list-style-type: none"> • Only authorised teachers/leaders and staff are permitted to tend the fire. • Guard is to be set up at all times when fire is in use. • No matches or fire lighters are to be left in the games room. 	Medium
3. Physical	Injury due to improper use of equipment	C	2	Medium	<ul style="list-style-type: none"> • Rules and correct use of equipment are to be followed • Adult supervisor must be present to ensure that equipment is being used correctly. 	Low

Primary Risk Category <small>(Refer Table 1.)</small>	Risk description. What and how can it happen	Likelihood <small>(Refer Table 2)</small>	Consequence <small>(Refer Table 3)</small>	Level of Risk <small>(Refer Table 4)</small>	Management. Including existing Control measures to eliminate or reduce the risk. Note: Once the risk management measures listed below are all risks described in column 2 will be reconsidered as having Level of Risk".	Priority
4. Property	Breakage/damage to equipment	C	1	Low	<ul style="list-style-type: none"> • Adult supervision to be present at all times when games room is in use. • Any breakages are to be reported to the campsite staff immediately. • Instruction on how to use equipment properly is highly advised. 	Low
5. Psychological	Bullying/fighting associated with competitive group activity	D	2	Low	<ul style="list-style-type: none"> • Adult supervision at all times to monitor interactions • Expectations for behaviour made clear to campers • Rules for activity's and games clearly laid out to avoid differing opinion. 	Low
6.					<ul style="list-style-type: none"> • 	
7.					<ul style="list-style-type: none"> • 	

