



SAFEGUARDING



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GENERAL SAFEGUARDING POLICIES OF THE EVENTS IN WAKO

RISK ASSESMENT AND EMERGENCY ACTION PLANS

INTRODUCTION:

By the legal obligations, every organizer of the sport event has a duty of care to the attendees, their staff and the audience when putting on an occasion. Out of legal obligations, the very reputation of the WAKO organization depends on the safeguarding of its events.

Safety goes hand-in-hand with security, therefore ensuring the safety of all attendees at WAKO events is an integral part of safeguarding work.

WAKO's focus is on safety throughout the whole event, taking care of all risk assessments and analysis of safety documentation to ensure full due diligence has been taken.

The most important is to identify any vulnerabilities in the event's approach to health and safety and subsequently rectify this.

The goal is to discover all risk assessments and also form evidence that all risks have been taken into consideration and subsequently eliminated and minimized by preventive measures with the defined procedures.

In order to provide an effective response to the way the crisis is handled, crucial is to have clear and transparent responsibilities and procedures, to reduce the chance of a lack of information which can cause unnecessary panic, confusion, property damage or loss of lives.

It is the policy of WAKO to promote the highest standard of health, safety and welfare in compliance with the provisions and requirements of the local Safety law regulatives.

Selection of the host of the competition, technical visit and verification

The WAKO Organizing Committee announces a public competition 2 to 3 years in advance for the selection of the national federation that will host the world and/or continental championships.

After receiving the bids with the attached detailed documentation, the member of WAKO Organizing Committee makes a technical visit to the host during which special attention

is paid to the safety of all participants as well as the measures, procedures and plans necessary for the smooth and safe running of the competition.

During the technical visit, a special form that contains a whole series of questions in the field of safety and security is filled out. Special attention is paid to already installed security measures and characteristics of facilities - sports hall and accommodation facilities.

During the technical visit, a member of the WAKO Organizing Committee pays special attention to the following safety elements:

- the organizer's experience in organizing large kickboxing competitions
- safety features of the sports hall
- capacity of the sports hall (size of the field of play and size of the auditorium)
- evacuation routes and markings
- direct ambulance access to the field of play
- safety markings
- distance to the nearest hospital, quality of the hospital
- security and fire prevention plans of the sports hall
- accommodation of the participants (quality, rooms, restaurant) and security of the participants in the accommodation
- composition of the local organizing committee, responsible persons for individual areas, including security, contact information

After the technical visit, the report that contains an assessment of the security and protective capacities that the hall has, accommodation facilities as well as the local organizing committee is drawn up.

For the selection of the host of the kickboxing competition, the host is obliged to prove the fulfilment of all safety and security requirements and to guarantee the fulfilment of all security and protection measures in accordance with WAKO Rules, WAKO Medical Rules, WAKO Technical Handbook as well as WAKO Safeguarding procedures.

At its meeting, the Organizing committee analyses all the offers of potential hosts and decides on the proposal of the most favourable host of the kickboxing championship, in which case all elements of safety and protection measures are taken into consideration. The proposal of the best organizer is sent to the WAKO Board, who is body in charge to deliver final decision on the most favourable organizer of the kickboxing competition.

After the selection of the host, the WAKO Safeguarding Officer (who is a member of the WAKO Organizing Committee) gets in touch with the responsible person for Safeguarding in the LOC and cooperates with him during preparations to fulfil all safety and security requirements and measures.

Sports hall set up

During the preparation of the sports hall (field of play) for the competition in setting up the field of play, as well as all other equipment, a member of the WAKO Organizing Committee personally participates, manages and supervises all activities.

On this occasion, special attention is paid to:

- arrangement of rings and tatami, sufficient distances
- layout of other areas with equipment and equipment of accompanying spaces
- free evacuation routes
- layout of places for medical teams
- place for ambulances' placement
- places for medical teams' placement
- free communication paths for stretchers
- installation of security barriers
- setting safety and information tags
- safe placement of all necessary cables (electrical, signal, scoring system cables), covering the cables with protective coverings
- protection against contact with electrical installations
- free access to protective equipment

Preparation of security and safety personnel as well as volunteers for the competition

The WAKO Safeguarding Officer and the responsible person for safeguarding from the Local Organizing Committee will held a meeting with all security guards, staff supervising the safety of the competition as well as with volunteers and introduce them with the rules and procedures for the safe conduct of the competition.

Security guards, staff supervising the security of the competition and volunteers will be familiar with:

- procedure for checking accreditations and control of entrances to the hall and to the fields of play
- competition schedule and fighting schedule
- ensuring free evacuation routes
- preventing crowds on entrances as well as around fields of play
- handling in case of incidents (on the field of play and in the auditorium), contact person
- procedure in case of fire and other accidents, evacuation procedure
- notification in case of incidents as well as in case of potentially dangerous situations. Contact person
- preventing incidents and eliminating potential security threats

RISK ASSESSMENTS

1. ACCREDITATIONS

- strict accreditation system (all participants, officials and supporters should be accredited in the same system)
- the case of loss of accreditation (duplicate shall NOT be the same as original)
- control of the number of EXTRA accreditations issued on the spot

2. AREAS AT THE PLAYING FIELD

- Strict separation of the areas dedicated for:
 - WAKO Organizing committee and Sportdata electronic system team
 - VIP presidents' area
 - WAKO President and Vice presidents' area
 - warming up area
 - entrance corridor area
 - awarding ceremony area
 - Media center area
 - competition area
 - equipment rental area
 - medical first-aid area
 - referees' areas

3. PUBLIC ORDER

Audience

- violence in audience area
- violence in front of the sport hall
- distributing or displaying offensive material
- alcohol consumption
- illegal substances and drugs consumption
- smoking
- insulting cheering
- throwing items to the playing area
- thievery
- invasion of the audience to the playing field

Field of play (FOP)

- violence at the field of play (among participants)
- referees and judges' safety (protections of the officials on duty)
- VIP safety (separate area from the audience and participants for the VIP persons)

4. SERVICES HAZARDS

- entrances (conducting bags check, clear prohibitions of entering dangerous items, ban of using water bottles inside of audience area-removing bottle cap at the entrance)
- car parking (free area for the shuttle busses, safe pedestrian areas, monitoring of the parking cars)
- dressing rooms (control of entrance)
- warm up area (equipped with necessary items, covered with security staff)
- toilets (level of the cleanliness, unexpected flood)
- first aid station (mandatory at all time of the event, well equipped in accordance with WAKO Medical Rules)
- all cables networks safety (electricity, internet, water flow pipes)
- ventilation (mandatory report of the competent service)
- loudspeakers (in the case of the guidance during the emergency evacuation)
- barriers (plan for placing barriers and ways of directing)
- lighting (technical validity)
- entrance to the playing area (control of the entrance)
- equipment rental (trained staff)
- food distribution/catering (safety of delivering and serving food, sanitary and hygienic measures)
- indoor restaurants (safety and responsibilities of the separate restaurant services)
- money exchange stations

5. FIRE PROTECTION

- the action plan in case of fire is harmonized with the official fire protection plan of the sports hall
- fire protection extinguisher in the sport hall (checked before the event)
- transparent evacuation plan inside of the sport hall (evacuation plan should be placed all over the sport hall)
- security staff trained and skilled to manage evacuation in the case of fire (duties in the case of the fire)
- accurate fire alarm

6. NATURAL DISASTERS (earthquake, tornado, storm)

- emergency facility management (evacuation plans, staff, corridors, communication...) is harmonized with the official safety plan of the sports hall

7. MEDICAL SAFETY

- first aid and fully equipped medical station in the sport hall complies to the WAKO Medical Rules
- a sufficient number of medical teams (in accordance with the WAKO Medical Rules and local law) who are able to intervene immediately in case of need
- direct connection with ER in a nearest hospital, information to hospital about competition, place, possible risks
- taking protective measures after an injury and/or knock out of fighter during a competition (medical suspensions, subsequent medical examinations before starting training after recovery)
- first aid availability in the accommodation and transparent emergency telephone number marked at the reception (personal medical insurance for all participants and supporters)
- procedures and responsibilities in the case of the participants stay in the hospital after the end of the competition
- procedures in the case of sudden death at a sports competition (in the sport hall or in the accommodation)
- sanitary protocols in the sport hall (hand disinfection stations, hygiene in the toilets and all areas)

8. TRANSPORT SAFETY

- shuttle busses (transparent time table of the departures, labels, plan of the arrival-departure stations in the sport hall and in hotels, sufficient number of the seats, cleanliness of the interior of the busses)
- public transport and taxi (organizer should give the main information about the usage of the public transport, taxi or ren-a-car services and specific conditions and what-to-pay-attention-on)

9. SAFETY STAFF/EYES AND EARS OF THE EVENT

- LOC to provide sufficient staff and cover all areas of the playing field
- LOC to provide well trained staff:
 - who demonstrate proper personal/professional behavior at all times
 - must be familiar with the specifics of kickboxing as a sport and kickboxing competition (schedules, field of play approach, allowed accessories)
 - must know all emergency procedures
 - must demonstrate commitment to respecting differences between participants in terms of gender, race, ethnicity, culture
- LOC to provide support and connection with local police



10. EVENT SECURITY TECHNOLOGY

- CCTV security system (remotely coverage of the most populated areas, most critical areas)
- Entrance X-ray systems

11. THIEVERY

- pickpocketing
- equipment theft

12. EVENT POLICIES

- All staff/personnel are informed of health and safety policy
- All staff/personnel can be clearly visible with correct accreditation
- Safety Statement is available to third parties upon request
- Safety Statement is displayed at entry points of arena and on arena website
- To provide resources when requested and to seek competent advice if required.

13. SMOKING POLICY

- The sport arena (including all areas of the sports hall) is as smoke free zone

14. SPECIAL NEEDS FACILITIES

- Viewing areas for wheelchair users and dedicated toilet facilities are available

ARENA REGULATIONS

1. All persons entering the arena are admitted only via designated accreditation
2. All persons entering the arena are admitted only subject to following the Rules, Terms and Conditions laid out by WAKO and the Sport Arena. Unlawful entry shall be deemed to constitute a breach of the Rules, Terms and Conditions laid out by WAKO and the Sport Arena.
3. WAKO ORGANISING COMMITTEE and LOCAL ORGANISING COMMITTEE reserves the right of admission
4. Instructions of arena staff and security must be always obeyed.
5. All persons entering the arena agree to be searched if required by security staff or/and local authorities.



6. If a person commits a trespass, reasonable force may be used to prevent, restrain, or terminate any trespass.

7. Where a person is in breach of any Rules, Terms and Conditions laid out by WAKO and the Sport Arena, or the Organizing Committee believes that a person constitutes a source of danger to others or to the arena, such person may be refused entry to or ejected from the arena, and reasonable force may be used for that purpose.

SAFETY EVENT PLAN: EMERGENCY ACTION PLANS

A safety event plan is a document with emergency action plans that outlines how a organization will respond to a safety hazards or incidents.

Emergency action plans is a set of the specific event safeguarding plans, which sets the minimum operating standards in compliance to WAKO Rules and Policies.

Before the event the WAKO General Safeguarding officer together with the LOC event coordinator goes through Safety plan of the event, register a list of potential safety hazards, emergency action plans and plans for providing all necessary information for potential crisis scenarios.

CHECK LIST

1.	ACCREDITATIONS	YES	NO
	All participants of the event are accredited through SPORTDATA system (athletes, coaches, presidents, referees, supporters)		
	The organizer has the number of persons which can enter in dedicated areas		
	The organizer has the number of lost and DUPLICATED accreditations		
	Duplicated accreditations are DIFFERENT from the regular ones		
	The organizer has the number of EXTRA accreditations issued on the spot		
2.	AREAS AT THE FIELD OF PLAY	YES	NO
	The organizer dedicated separated areas in the playing field with limited access (only by the accreditation)		
	WAKO Organizing committee and SportData electronic system team area		
	VIP National Presidents area		
	WAKO President and Vice Presidents area		
	Warming up area		
	Entrance corridors areas		
	Awarding ceremony area		
	Media center area		
	Competition area		
	Equipment rental area		
	Medical/first aid area		
	Referees' areas		

3.	PUBLIC ORDER/SECURITY STAFF	YES	NO
	Control of the violence out of the sport hall		
	Control of the audience in the sport hall: - violence, invasion - distributing or displaying offensive material - alcohol consumption - illegal substances and drugs consumption - insulting cheering - throwing items to the playing area - thievery		
	Control of the order in the playing field: - violence at the playing field (among participants) - referees and judges' safety (protections of the officials on duty) - VIP safety		

4.	SERVICES HAZARDS	YES	NO
	Entrances		
	Car parking		
	Dressing rooms		
	Warm up area		
	Toilettes		
	First aid station		
	Ambulances		
	Cables networks		
	Ventilation		
	Loudspeakers		
	Barriers		
	Lightning		
	Entrances to the playing areas		
	Equipment rental		
	Food distribution / catering / restaurants		
	Money exchange offices (ATM)		

5.	FIRE PROTECTION	YES	NO
	Sport hall has an adequate fire protection plan		
	Fire protection extinguishers in the sport hall		
	Accurate fire alarm		
	Transparent evacuation plan in the sport hall		
	Evacuation routes are clearly marked		
	Security staff trained and skilled to manage evacuation in the case of fire		

6.	NATURAL DISASTERS	YES	NO
	emergency facility management (evacuation plans, staff, corridors, communication...)		

7.	MEDICAL SAFETY	YES	NO
	The prescribed number of ambulances and equipped medical teams at their places before the start of the competition		
	First aid and fully equipped medical station in the sport hall complies to the WAKO Medical Rules		
	Places of ambulances and medical teams clearly marked and visible		
	First aid availability in the accommodation and transparent emergency telephone number marked at the reception		
	Procedures and responsibilities in the case of the participants stay in the hospital after the end of the competition		
	Procedures in the case of sudden death at a competition (in the sport hall or in the accommodation)		
	Sanitary protocols in the sport hall (hand disinfection stations, hygiene in the toilets and all areas)		
8.	TRANSPORT SAFETY	YES	NO
	Shuttle busses (transparent timetable of the departures, transparent labels, transparent plan of the arrival-departure stations in the sport hall and in hotels, sufficient number of the seats, cleanliness of the interior of the busses)		
	Public transport and taxi (availability, organizer should give the main information about the usage of the public transport, taxi or ren-a-car services and specific conditions and what-to-pay-attention-on)		
9.	SAFETY STAFF/EYES AND EARS OF THE EVENT	YES	NO
	Sufficient staff and coverage of all areas of the playing field		
	Well trained staff: - who always demonstrate proper personal/professional behaviour - must know all emergency procedures - must demonstrate commitment to respecting differences between participants in terms of gender, race, ethnicity, culture		
	Support of local police		
10.	EVENT SECURITY TECHNOLOGY	YES	NO
	CCTV security system (remotely coverage of the most populated areas, most critical areas)		
	Entrance X-ray systems		
11.	THIEVERY	YES	NO
	Lost and found check point		
12.	<u>SAFETY STATEMENT AVAILABLE</u>	YES	NO



<u>13.</u>	<u>NON SMOKING POLICY</u>	<u>YES</u>	<u>NO</u>
	<u>Non smoking signs in the sport hall</u>		

<u>14.</u>	<u>SPECIAL NEEDS FACILITIES</u>	<u>YES</u>	<u>NO</u>
	Viewing areas for wheelchair users and dedicated toilet facilities are available		

<u>15.</u>	<u>TRANSPARENCY</u>	<u>YES</u>	<u>NO</u>
	<u>Sport Hall lay out with evacuation routes included in the invitation letter</u>		
	<u>Evacuation plans are transparently marked</u>		
	<u>Safeguarding policies are presented to the staff</u>		
	<u>Safeguarding policies are presented to the participants</u>		



	<u>POTENTIAL SAFETY HAZARDS</u>
<u>1.</u>	
<u>2.</u>	
<u>3.</u>	
<u>4.</u>	
<u>5.</u>	
<u>6.</u>	
<u>7.</u>	
<u>8.</u>	
<u>9.</u>	
<u>10.</u>	

	<u>PROPOSALS TO OVERCOME POTENTIAL SAFETY HAZARDS</u>
<u>1.</u>	
<u>2.</u>	
<u>3.</u>	
<u>4.</u>	
<u>5.</u>	
<u>6.</u>	
<u>7.</u>	
<u>8.</u>	
<u>9.</u>	
<u>10.</u>	



With my signature here I confirm that all items are checked and discussed before the event.

LOC Event Safety Coordinator

WAKO General Safety Officer

Date: _____

Time: _____

Place: _____



THE RESPONSIBILITIES

LOCAL ORGANIZING COMMITTEE

1. The promoter of the event
2. The event coordinator (the person with designated safeguarding responsibility for the event)
3. Personnel with specific safeguarding responsibilities (event security staff)

WAKO ORGANIZING COMMITTEE

1. General safeguarding officer
2. Harassment safeguarding officer

PROMOTOR / ORGANIZER

Developing emergency action plans is in the responsibility of the promoter of the event and Local Organizing Committee.

WAKO SAFEGUARDING COMMITTEE

WAKO Safeguarding committee and WAKO General safeguarding officer are responsible for checking established procedures and the possibilities of their implementation during the event.