



LEARNER MEDICAL REPORT SHEET
SPORTS PARTICIPATION
LEARNER INFORMATION



- FULL NAME: _____
- DATE OF BIRTH: _____
- SCHOOL/GRADE: _____
- EMERGENCY CONTACT (NAME & NUMBER): _____

MEDICAL BACKGROUND:

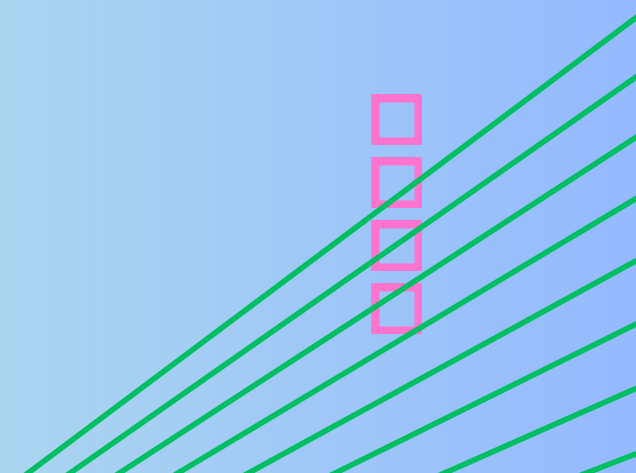
Down Syndrome	May have low muscle tone, joint instability, heart conditions, atlantoaxial instability risk, cardiac screening required.
Cerebral Palsy	Muscle stiffness, coordination challenges, possible use of mobility aids, risk of falls, fatigue, spasticity.
Autism Spectrum Disorder	Sensory sensitivities, communication differences, anxiety, overstimulation, difficulty with transitions, need for clear instructions.

Current Health Status:

- Medications: _____
- Allergies: _____
- Recent Injuries/Surgeries: _____
- Doctor's Clearance for Sport: Yes No

Physical Abilities & Limitations:

- Strengths: _____
- Limitations: _____
- Recommended Adaptations:
 - o Modified equipment
 - o Extra rest breaks
 - o One-on-one support
 - o Visual schedules





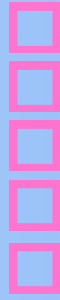
LEARNER MEDICAL REPORT SHEET
SPORTS PARTICIPATION
LEARNER INFORMATION



Risk Assessment:

• **Potential Risks in Sport:**

- o Joint instability
- o Seizures
- o Sensory overload
- o Fatigue



• **Emergency Plan:** _____

Monitoring & Follow-Up:

• **Date of Last Medical Review:** _____

• **Next Review Due:** _____

• **Notes from Teacher/Coach:** _____

Reporting of injury:

Please make use of the below link, to complete a Google form for the purpose of reporting incidents.

https://docs.google.com/forms/d/e/1FAIpQLSeOVD_V4VljBii6McohxGpPRLqBg8deSf1oomrqITlOTb3pDA/viewform?usp=publish-editor





DAISYBALL - SID LEARNER PARTICIPATION REQUIREMENTS



This checklist ensures that learners with diverse needs (including Down syndrome, cerebral palsy, and autism) can participate safely, inclusively, and enjoyably in Daisyball.

1. Medical & Health Clearance

- Medical clearance from a healthcare professional confirming fitness for non-contact sport
- No current injuries that limit safe participation
- Disclosure of any chronic conditions (e.g., epilepsy, asthma) with emergency plan in place

2. Physical Readiness

- Ability to walk or move steadily without running
- Sufficient hand-eye coordination to throw, catch, or pass the ball
- Capacity to maintain balance during stationary play
- Endurance for short, low-intensity activity periods

3. Cognitive & Communication Skills

- Understanding of basic game rules (no running, no contact)
- Ability to follow simple instructions from coach/referee
- Clear communication of needs (verbal or non-verbal)
- Recognition of boundaries and safe zones on the court





DAISYBALL - SID LEARNER PARTICIPATION REQUIREMENTS

4. Social & Emotional Readiness

- Respect for teammates and opponents (no pushing, grabbing, or contact)
- Ability to manage frustration and remain calm during play
- Willingness to cooperate in a team environment
- Comfort with structured routines and transitions

5. Safety & Adaptations

- Use of protective gear if recommended (e.g., soft shoes, braces)
- Access to rest breaks when needed
- Visual aids or cue cards for learners with communication challenges
- Assigned support staff or buddy if required

**REGISTER
NOW!**

**DAISYBALL - SID LEARNER PLAYER
REGISTRATION SHEET**

Team Information:

- Team Name: _____
- Coach/Teacher: _____
- Event/Date: _____

Player No.	Full Name	Age	Medical Clearance Y/N	Condition	Emergency contact	Notes / Adaptions
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Key Reminders:

- No running allowed
- No body contact permitted
- Adaptations must be noted clearly (e.g., rest breaks, visual cues, buddy support)
- Emergency contacts must be accessible during play
- Attach player birth certificate, ID photo - **MUST BE CERTIFIED**



GAUTENG PROVINCE

Department: Education
REPUBLIC OF SOUTH AFRICA

SCHEDULE 3

FORM 1

PARENTAL TOUR CONSENT FORM

Note: This form to be completed by a parent legal guardian/person acting in parental capacity of the learner who will be undertaking a tour

1. DETAILS OF LEARNER

1.1	Name	
1.2	Grade	
1.3	School	

2. DETAILS OF THE SCHOOL

1.1	District	
1.2	Name of school	
1.3	Name of principal	

3. DETAILS OF TOUR

3.1	Destination	
3.2	Purpose of tour	

3.3	Proposed departure date	
3.4	Proposed arrival date	

4. CONSENT BY PARENT / LEGAL GUARDIAN / PERSON ACTING IN PARENTAL CAPACITY

I, _____ (parent / legal guardian / acting in parental capacity) do hereby consent to the above learner undertaking the tour, and confirm that I-

- 4.1 have been advised and fully understand, the purpose, nature and risks associated with the tour;
- 4.2 have been informed by the school of all the relevant details associated with this tour, including the itinerary, arrangements for travel, accommodation, contact details of the tour manager and other associated details;
- 4.3 understand that in the event of accident or injury to the above learner that all reasonable steps will be taken by the tour manager to contact me and if I cannot be reached contact my relatives indicated to obtain consent for any necessary emergency medical treatment and/or any emergency medical operation;

Name of Person	Relationship to the learner	Contact details
		Home: Work: Cellphone: Email : Fax :
		Home: Work: Cellphone: Email : Fax :



DAISYBALL - DEPARTMENT
MEDICAL FORM



education

Department: Education
GAUTENG PROVINCE

SCHEDULE 2
FORM 1
MEDICAL QUESTIONNAIRE

1.	School Name	
2.	Name of Learner	
3.	Date of Birth	
4.	Nature of Tour	
5.	Name of parent/legal guardian	
6.	Home Address	
7.	Home Telephone Number	
8.	Work Telephone Number	
9.	Work Address	
10.	Do you belong to a medical aid? (x)	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Name of Medical Fund	
	Medical Aid Number	



DAISYBALL - DEPARTMENT
MEDICAL FORM

11.	Name of Family Doctor				
12.	Dr Telephone Number				
13.	Is your child allergic to any food? (x)	YES		NO	
	If yes, specify.				
14.	Is your child allergic to any medication? (x)	YES		NO	
	If yes, please give details				
15.	Is your child presently taking any medication?	YES		NO	
	If so, please give a detailed list of medication and the dosage prescribed.				

DETAILS OF PERSON PROVIDING THE INFORMATION

Relationship to learner	
Print Name	
Signature of Parent	
Date	



DAISYBALL – DEPARTMENT POPI FORM



Education
Department of Education
GAUTENG PROVINCE

GAUTENG SCHOOL SPORTS FOR THE INTELLECTUALLY IMPAIRED
GSS-II

13/02/2026

As prescribed by The Protection of Personal Information (POPI) Act No. 4 of 2013, Gauteng Sport Association for the Intellectually Impaired (JSA-II) remains committed to ensuring the confidentiality of all personal information provided to us. All information/data received will be stored with the necessary security standards in place. This information/data will not be shared with unauthorised persons and will be processed lawfully within the confines of the school administration. Furthermore, personal information will not be shared externally unless required by law, following the correct procedures or for emergency medical purposes.

By signing below, you acknowledge that JSA-II has collected, processed, and stored information provided by you and consent to this information being used by JSA-II. JSA-II will retain this information for the duration of your child's participation in sport and will follow the relevant data retention, archiving and disposal procedures in place.

Furthermore, you agree to JSA-II making use of photographs or other images and recordings of child in the following ways:

1. JSA-II communicator showing athletes involved in sporting activities.
2. JSA-II social media
3. Brochures for marketing purposes
4. Newspapers, magazines, newsletters etc. to recognise achievements.
5. Evidence for reports

You reserve the right to request the removal of any images/recording at any time reasonably possible.
Kindly circle your preference below:

YES/NO – I hereby give/do not give my permission to the above.

LEARNER PROFILE RELEASE – PARENT CONSENT FORM (POPIA)

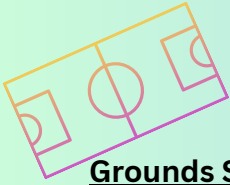
Due to the Protection of Personal Information Act (POPIA), you are required to sign below granting permission for JSA-II to have a LEARNER PROFILE and any other relevant information for your child.

A LEARNER PROFILE HOLDS INFORMATION GATHERED THROUGHOUT AN ATHLETES SPORTS CAREER, SUCH AS: RESULTS, MEDICAL INFORMATION, PERSONAL INFORMATION, PICTURES AND VIDEOS

NAME AND SURNAME OF APPLICANT:	
ID NUMBER OF APPLICANT:	
NAME AND SURNAME OF PARENT:	
SIGNATURE OF PARENT:	
DATE SIGNED:	



DAISYBALL - GROUNDS AND TRANSPORT



Daisyball Grounds & Transport Safety Checklist

Grounds Safety:

- Playing area inspected for hazards (holes, stones, debris, wet patches)
- Boundary markers and safety zones clearly visible.
- Equipment (balls, nets, posts) checked for stability and damage.
- First aid station set up and stocked.
- Emergency access routes clear and unobstructed.
- Spectator areas designated and separated from play zone.
- Shade and hydration stations available for participants.
- Fire extinguishers or emergency equipment accessible.

Transport Safety:

- Vehicles inspected (tires, brakes, lights, seatbelts).
- Drivers briefed on routes, schedules, and safety expectations.
- Passenger lists prepared and checked before departure.
- Adequate supervision on each vehicle (teacher/coach present).
- Emergency contact numbers carried by drivers and supervisors.
- Medical information for special needs learners accessible.
- Safe boarding and disembarking procedures explained to learners.
- Contingency plan in place for breakdowns or delays.

Final Sign-Off:

- Grounds Supervisor: _____
- Transport Coordinator: _____
- Date: _____



DAISYBALL – VERIFICATION

Daisyball Player Verification Checklist

Identity & Registration:

- Player’s full name recorded on register.
- Age and grade verified against eligibility requirements.
- Photo ID or school ID checked (if applicable).
- Parent/guardian consent form signed and filed.

Medical & Safety:

- Medical information sheet completed (allergies, conditions, medications).
- Emergency contact details confirmed.
- Indemnity form signed and stored.
- Special needs support requirements noted and communicated to staff.
- First aid readiness confirmed for each player group.

Equipment & Uniform:

- Player issued correct Daisyball uniform/kit.
- Safety gear checked (shoes, protective wear if required).
- Personal belongings stored safely.

Attendance & Conduct:

- Player marked present on attendance list.
- Briefing on Daisyball rules and safety completed.
- Code of conduct agreement acknowledged.
- Transport arrangements confirmed (if applicable).

Final Sign-Off:

- Verified by: _____
- Date: _____



Daisyball Health & Safety Checklist

Pre-Event Preparation:

- Risk assessment completed for venue and activity.
- Emergency plan reviewed and communicated to staff.
- First aid kits stocked and accessible.
- Qualified first aider present.
- Medical information sheets collected for all players.
- Indemnity and consent forms signed and filed.
- Hydration stations set up (water available).
- Shade/shelter provided for hot weather.
- Fire extinguishers/emergency equipment checked.

Player Safety:

- Players briefed on Daisyball rules and safety guidelines.
- Warm-up and stretching session conducted.
- Appropriate footwear and clothing checked.
- Special needs support requirements confirmed and assigned.
- Players monitored for signs of fatigue, dehydration, or distress.

Grounds & Equipment:

- Playing surface inspected for hazards (holes, debris, wet patches).
- Boundaries and safety zones clearly marked.
- Equipment checked for damage or instability.
- Spectator areas separated from play zone.
- Emergency access routes kept clear.



Transport & Supervision:

- Vehicles inspected (seatbelts, brakes, tires, lights).
- Drivers briefed on safety and routes.
- Passenger lists checked before departure.
- Adequate supervision on each vehicle.
- Safe boarding/disembarking procedures followed.

During Event:

- Continuous monitoring of player wellbeing.
- First aid station staffed and visible.
- Emergency contact numbers accessible.
- Staff positioned strategically for supervision.
- Incident reporting procedure in place.

Post-Event:

- Attendance verified (all players accounted for).
- Injuries or incidents documented.
- Feedback gathered from staff and players.
- Equipment stored safely.
- Grounds checked and cleared of litter/debris.

Final Sign-Off:

- Health & Safety Officer: _____
- Date: _____





DAISYBALL - WELLNESS

Daisyball Wellness Checklist

For Learners:

- Daily hydration encouraged (water bottles available).
- Balanced meals/snacks provided or checked.
- Adequate rest before participation (sleep reminders shared).
- Warm-up and cool-down exercises included in sessions.
- Emotional check-in: learners asked how they feel before play.
- Safe space available for learners needing a break.
- Positive reinforcement and encouragement given.
- Peer support promoted (buddy system for inclusive participation).
- Medical needs monitored (allergies, medication, special requirements).

For Staff:

- Staff briefed on health and safety protocols.
- Adequate rest and breaks scheduled during events.
- Hydration and nutrition maintained throughout the day.
- Emotional wellbeing check-ins (staff debrief after sessions).
- Clear role allocation to avoid overload.
- Access to first aid and emergency contacts.
- Stress management strategies encouraged (breathing, short walks).
- Recognition and appreciation shared among staff.
- Debrief meeting held to reflect and support one another.



DAISYBALL - WELLNESS

Shared Wellness Practices:

- Inclusive activities adapted for all abilities.
- Respectful communication maintained at all times.
- Mindfulness or relaxation moments included.
- Celebration of achievements (big or small).
- Feedback collected to improve future wellness support.



Sign-Off:

- Wellness Coordinator: _____
- Date: _____



Daisyball Event Logistics Checklist

Pre-Planning:

- Event date, time, and venue confirmed.
- Permissions/permits secured (school, municipality, or governing body).
- Budget prepared and approved.
- Event schedule drafted (matches, breaks, ceremonies).
- Staff roles allocated (coaches, referees, supervisors, first aid).
- Communication sent to parents/guardians (letters, bilingual notices).

Facilities & Grounds:

- Venue inspected for safety and accessibility.
- Playing field prepared and marked.
- Seating and shade arranged for spectators.
- Toilets and sanitation facilities available.
- Waste disposal bins placed around venue.
- Emergency access routes clear.

Transport:

- Vehicles booked and inspected.
- Drivers briefed and schedules confirmed.
- Passenger lists prepared and checked.
- Boarding/disembarking procedures explained to learners.
- Contingency plan for breakdowns or delays.



DAISYBALL - LOGISTICS

Equipment & Supplies:

- Daisyball kits and uniforms distributed.
- Balls, nets, and posts checked.
- First aid kits stocked.
- Hydration stations set up.
- Event signage and banners ready.
- Scorecards, registers, and checklists printed.

Wellness & Safety:

- Medical information sheets collected for all players.
- Indemnity forms signed and filed.
- First aid officer present.
- Staff and learners briefed on safety rules.
- Emergency contacts accessible.

Event Day Operations:

- Registration desk set up and staffed.
- Attendance verified for all players.
- Staff briefing conducted before start.
- Announcements and sound system tested.
- Incident reporting procedure in place.
- Debrief meeting scheduled post-event.



DAISYBALL - LOGISTICS

Post-Event:

- Attendance verified (all learners accounted for).
- Injuries/incidents documented.
- Feedback collected from staff and learners.
- Equipment packed and stored.
- Venue cleared and cleaned.
- Thank-you communication sent to parents/stakeholders.



Final Sign-Off:

- Logistics Coordinator: _____
- Date: _____



Daisyball Resources Checklist

Administrative Resources:

- Daisyball policy printed and distributed.
- Indemnity forms collected and filed.
- Player registers completed and verified.
- Medical information sheets compiled.
- Attendance lists prepared.
- Scorecards and team lists printed.
- Event schedule and program finalized.

Human Resources:

- Coaches briefed and assigned.
- Referees confirmed and equipped.
- Supervisors allocated for learner groups.
- First aid officer present.
- Transport coordinators assigned.
- Volunteers briefed on duties.

Physical Resources:

- Daisyball equipment (balls, nets, posts) checked.
- Uniforms/kits distributed.
- Safety gear available (shoes, protective wear if needed).
- Hydration stations stocked with water.
- Shade structures/tents set up.
- Seating arranged for spectators.
- Waste bins placed around venue.



DAISYBALL - RESOURCES

Logistical Resources:

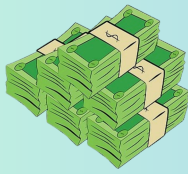
- Transport vehicles booked and inspected.
- Drivers briefed and schedules confirmed.
- Emergency contact list distributed.
- Communication tools ready (phones, radios, PA system).
- Signage and banners prepared.
- Incident reporting forms available.

Wellness & Safety Resources:

- First aid kits stocked and accessible.
- Emergency evacuation plan displayed.
- Fire extinguishers/emergency equipment checked.
- Safe space designated for learners needing breaks.
- Positive reinforcement materials (certificates, motivational posters).

Final Sign-Off:

- Resource Coordinator: _____
- Date: _____



Daisyball Finance Checklist (NPO)

Budgeting & Planning:

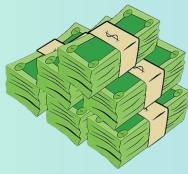
- Annual budget prepared and approved by committee/board.
- Event-specific budgets drafted (venues, transport, equipment, catering).
- Clear allocation of funds for inclusive participation (special needs support, accessibility).
- Contingency fund set aside for emergencies.

Income & Funding:

- Donations recorded with donor details.
- Sponsorship agreements documented.
- Grants tracked with compliance requirements noted.
- Fundraising income logged separately.
- Receipts issued for all contributions.

Expenditure

- All purchases supported by invoices/receipts.
- Payments authorized by two signatories (dual control).
- Transport costs documented (fuel, rentals, driver fees).
- Venue hire and equipment costs recorded.
- Volunteer reimbursements tracked.



DAISYBALL - FINANCE

Record-Keeping:

- Cashbook updated regularly.
- Bank statements reconciled monthly.
- Financial records stored securely (digital + hard copy).
- Asset register maintained (balls, nets, uniforms, tents).
- Audit trail clear for every transaction.

Compliance & Reporting:

- Annual financial statements prepared.
- Independent audit/review conducted.
- Reports submitted to governing body/board.
- Transparency maintained with stakeholders (parents, donors).
- Compliance with NPO registration requirements checked.

Sustainability:

- Cost-saving measures identified (shared transport, bulk buying).
- Long-term funding strategy developed.
- Partnerships explored for resource sharing.
- Regular review of financial health.

Final Sign-Off:

- Finance Officer: _____
- Date: _____



DAISYBALL - MOTIVATION

Daisyball Motivation Checklist

For Players:

- Warm-up session includes upbeat music or chants.
- Positive reinforcement given after effort, not just results.
- Team huddles before and after matches for encouragement.
- Recognition of individual strengths (e.g., “great teamwork,” “excellent focus”).
- Motivational posters or banners displayed around the grounds.
- Celebrations for achievements (points scored, good defense, fair play).
- Buddy system in place for peer encouragement.
- End-of-day reflection highlighting successes and growth.

For Staff:

- Morning briefing includes motivational words or gratitude.
- Staff roles acknowledged and appreciated publicly.
- Breaks scheduled to avoid fatigue.
- Encouragement shared between staff (peer recognition).
- Leadership highlights positive impact of staff efforts.
- Small tokens of appreciation (thank-you notes, refreshments).
- Debrief includes recognition of challenges overcome.
- Staff achievements recorded for future acknowledgment.

Shared Motivation Practices:

- Inclusive language used at all times (“we,” “together,” “team”).
- Celebratory rituals (team chant, clap, or cheer).
- Visual reminders of Daisyball values (posters, logos, slogans).
- End-of-event celebration (certificates, medals, or applause).
- Feedback collected to highlight what went well.

Final Sign-Off:

- Motivation Coordinator: _____
- Date: _____



DAISYBALL - COACHING

Daisyball Coaching Checklist

Pre-Session Preparation:

- Session plan prepared (skills focus, drills, match play).
- Equipment checked (balls, nets, markers).
- Venue inspected for safety and accessibility.
- Medical information and emergency contacts available.
- Warm-up routine planned (stretching, mobility, light activity).

During Coaching:

- Players briefed on session goals.
- Rules explained clearly (with Makaton signs if needed).
- Inclusive adaptations made for learners with special needs.
- Equal participation encouraged (rotation of roles/positions).
- Positive reinforcement given consistently.
- Hydration breaks scheduled.
- Safety reminders provided throughout.
- Skills demonstrated step-by-step (visual + verbal cues).

Player Development:

- Individual strengths identified and encouraged.
- Constructive feedback given (focus on effort and improvement).
- Teamwork emphasized through group drills.
- Leadership opportunities offered (captains, helpers).
- Reflection time included (players share what they learned).



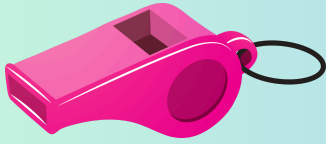
DAISYBALL - COACHING

Post-Session:

- Cool-down and stretching completed.
- Attendance verified (all players accounted for).
- Injuries or incidents documented.
- Equipment packed and stored safely.
- Feedback collected from players and staff.
- Next session goals noted.

Final Sign-Off:

- Coach: _____
- Date: _____



DAISYBALL - UMPIRING





DAISYBALL - COORDINATOR AND FOUNDER

Daisyball Coordinator & Founder Checklist

Strategic Oversight:

- Vision and mission for Daisyball divisions clearly communicated.
- Policies and procedures standardized across divisions.
- Annual goals set for each division (growth, participation, inclusivity).
- Accreditation and compliance requirements monitored.
- Partnerships and sponsorships cultivated.

Division Management:

- Division coordinators appointed and briefed.
- Regular check-ins scheduled with each division.
- Reports received on player numbers, events, and finances.
- Best practices shared across divisions.
- Conflict resolution processes in place.

Finance & Resources:

- Budgets approved for each division.
- Transparent financial reporting maintained.
- Fundraising initiatives coordinated.
- Resource allocation tracked (equipment, uniforms, venues).
- Asset register updated across divisions.

Events & Logistics:

- Master calendar of Daisyball events maintained.
- Safety and wellness standards enforced.
- Transport and grounds logistics coordinated.
- Umpiring and coaching standards unified.
- Post-event evaluations collected.





DAISYBALL – COORDINATOR AND FOUNDER

Staff & Volunteer Motivation:

- Recognition programs in place (certificates, thank-you notes).
- Training sessions scheduled for coaches, umpires, and volunteers.
- Wellness support offered for staff.
- Clear communication channels maintained.
- Opportunities for leadership development provided.

Learner & Player Development:

- Inclusive participation ensured across all divisions.
- Medical and support needs documented and respected.
- Player registers verified.
- Motivational programs implemented (chants, awards, buddy systems).
- Pathways for growth (from beginner to advanced levels) established.

Final Sign-Off:

- Coordinator/Founder: _____
- Date: _____