

ELIZABETH NORTH PRIMARY SCHOOL PRE-SCHOOL – 7



School Sports Policy

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Statement of Intent

School sport provides a forum for students and families for social engagement outside the classroom, and is an opportunity for children to enjoy and benefit from participation in physical activity that promotes the development of skills, self-esteem, fun, fitness, and friendships regardless of ability or experience.

Objectives of this Policy

- To provide a safe, healthy and friendly sporting environment that encourages personal achievement and develops self-esteem and confidence
- To encourage cooperation and social engagement through the development of team skills
- To provide the opportunity to learn appropriate sporting behaviour and respect for the sport
- To improve personal fitness and develop both motor and game related skills

Management

The Sports Committee is a sub-committee of the Governing Council and advises the council on matters related to school sport, both in and out of school hours. Sports Committee membership consists of a Leadership member, PE teacher(s), range of class based teachers, and Governing Council member/s.

Coaches and parents of children who participate in sport are welcome to attend meetings in a non-voting capacity.

Meetings are held at least once per term as stated in school calendar.

Role of the School Sports Committee:

- Support the planning and running of the school's annual 'Sports Day'
- Actively encourage participation in school sports by all students regardless of ability
- Discuss and approve appropriate fees and registration processes for students participating in the various sports
- Support end of season/year presentation of awards
- To identify/encourage parents and caregivers to volunteer as coaches or team managers for teams
- To assist in developing skills of coaches and team managers (eg. Coach accreditation courses)
- To assist PE Teacher/Sports Coordinator in managing issues related to teams (behaviours, payments etc)
- Assist in providing a link between families and local sporting clubs or opportunities where possible

Decision Making of the School Sports Committee:

- The School Sports Committee is a self-directed body which manages itself on behalf of the Governing Council
- A minimum of 4 committee members is required for a formal meeting
- Reports information and decisions to Governing Council
- Any sensitive or major decisions that cannot be resolved will be referred to the Governing Council

Reporting process of Sports Committee:

- Minutes of meetings will be taken and decisions recorded
- Meeting minutes and information related to decisions made will be tabled at each Governing Council meeting
- A Sports Committee report will be compiled for the school Annual Report where required

Sports offered

The sports offered to students and families will be determined by the Sports Committee and influenced by the programs and competitions provided by community agencies, local sporting associations or skills of identified staff each year. The Sports Committee will endeavour to provide options to all students across Reception – Yr 7 where possible.

Sports offered to families for that particular year will be presented to the school community by letters, newsletter items and social media where appropriate.

Volunteers/Coaches/Team Managers

School sport is administered by the School Sports Committee, however relies heavily on volunteers to plan and conduct training sessions or coach/manage teams while playing matches.

Volunteers must follow school protocols before becoming a team coach or manager:

- Must have a current National Police Clearance (school supports completion and payment for this)
- Must attend school Volunteer's training (held at least twice per year)
- Must be willing to undertake some form of training or learning related to their role where possible
- Must be connected with the school and community (parent, caregiver, older sibling, former parent, staff member, etc)

Where possible the school will make adjustments to the fees associated with their child's participation as part of their 'support package', and an acknowledgement or thank you for their contribution to our school.

Grievance Procedures & Consequences

Where there are grievances or concerns with the coaching, management or conduct of the team and its member's, students or caregivers are to:

1. contact venue management if it is a non-related team issue (fixtures, fees, umpiring, etc)
2. contact the team's coach or team manager in a respectful manner to discuss the issue
3. contact the Sports Co-ordinator (or school staff member responsible for that team) to discuss or make a time to meet

Parents must not talk directly to another student regarding their inappropriate or unsafe behaviour.

The Sports Co-ordinator will follow up on relevant information, discuss issues with individuals and make an informed decision on any consequences that need to be considered.

The parents or caregivers of each student are required to read through the SSA Code of Conduct with their child and family and sign the agreement form to indicate their support of the behaviours that are expected to be demonstrated by all involved at our trainings and games.

Consequences for behaviour that is inappropriate, unsafe or breaches our School Sport Code of Conduct can be administered by the team coach (as part of their leadership role) or by school staff.

These consequences will depend on the level of inappropriate behaviour, and will involve a discussion (either immediately or at the nearest time possible) with parents/caregivers to ensure all parties are aware of the issues.

The coach or team manager will use their discretion to make a decision to inform school staff regarding the behaviour and consequences that followed depending on the level of behaviour.

Role of Sport Co-ordinator/s (PE Teacher/Staff Member)

- the distribution of information related to school sport to students, families and the school community via individual letters, school newsletter, school website or school Facebook page
- the organisation and nomination of teams including the management of associated fees
- liaising with school staff (including Finance Officer) regarding team information/fees
- the purchase, provision and maintenance of uniforms, equipment, first aid kits
- ensure all volunteers have relevant accreditations and training
- provide opportunities for volunteers to access relevant coaching accreditations or courses
- co-ordinating meetings with students, families and coaches where necessary (outline expectations, manage & resolve conflict, organising events)
- assist in planning and running of end of season presentations where appropriate

Role of Team Coaches

- Parents volunteering to coach must have clearance through the Department of Communities and Social Inclusion (DCSI) Screening Unit – Child Related Employment Screening and attend school Volunteer training sessions. Forms can be collected from the front office.
- Be a role model of good sporting spirit, respectful communication and behaviour
- Are suitably qualified where possible (coaching accreditations, first aid, etc)
- Liaise with Team Manager and Sports Co-ordinator/s
- Provide a safe and fun learning environment at trainings and games
- Provide equal opportunities to all players regardless of ability or experience

Role of Team Managers

- Parents volunteering to coach must have clearance through the Department of Communities and Social Inclusion (DCSI) Screening Unit – Child Related Employment Screening and attend school Volunteer training sessions. Forms can be collected from the front office.
- Be a role model of good sporting spirit, respectful communication and behaviour
- Liaise with coach & Sports Co-ordinator/s with respect to equipment, uniforms, fixtures, issues
- Ensure consent and health forms are completed by all families
- Ensure medical and emergency details are available at all trainings & games
- Assist in organising notes/updates to go home to families

Role of Parents/Caregivers

- Duty of Care is Parents & Caregivers responsibility: provide/organise supervision and support to your child at all trainings and games
- Ensure payment of relevant fees are paid by the nominated timeline
- Communicate with coaches on lateness or absence to trainings and matches
- Encourage participation, honest effort and sportsmanship by your children
- Be a positive role model of good sporting spirit: demonstrate respect to coaches, teammates, umpires and opposition
- Unless asked or assigned a role, don't interfere with the coaches instructions or running of team trainings or games

Role of Students/Players

- Follow all instructions of the coach, team manager or staff member at all times
- Be a positive team member: play for fun, encourage & include others, play by the rules
- Respect and co-operate with your coach, team, opposition and officials
- Represent the school in a positive manner at all trainings and games (on and off the field)
- Be a good sport: play by the rules, acknowledge efforts of opposition, respect umpires, shake hands after the game
- Value honest effort, improvement & skilled performances

First Aid & Injury Management

- First Aid kits are to be provided by the Sports Co-ordinator/s to each team
- The coaches & team manager are responsible for the upkeep and ongoing management of kits
- Parents/caregivers will provide relevant medical information when registering their child
- Students with medical conditions require an appropriate health plan and parent supervision at all trainings and games
- All coaches and team managers are encourage to have a current First Aid certificate
- Children with open wounds are to be removed from the playing environment immediately. The wound should be cleaned and covered before re-entering the game
- For serious cases the parents and ambulance will be called. Parents of the child will meet the costs of any ambulance required. The Sports Co-ordinator/s must be informed of these cases immediately
- Coaches & team managers are to ensure adequate opportunities for drinks and sunscreen application (particularly outdoor sports)

Insurance

Parents & caregivers are encouraged to arrange appropriate health insurance for their child.

Expression of Interest, Registration and payment of fees

All students that are 'of age' for a specific sport may receive an Expression of Interest Form (EOI). This is used by the Co-ordinator/s to gauge interest of current families and to provide a snapshot of the viability of that team or sport.

Those students who returned their EOI form must then complete the relevant registration and health forms prior to their participation in any practises or games.

The registration form will contain the following details:

- Parent consent for child participation
- Parent & emergency contact details
- Significant medical conditions (with copy of the Medical/Health Plan)
- Permission for specific travel arrangements (walk, bus, private transport)
- Any fees or costs associated with participation

Our school uses local sporting venues to engage our students in a range of sporting environments. These venues charge fees for participation in their programs, and all registration forms and associated fees are set and managed by the venue.

If any sport fees are not paid within the timeline required by the school, or the venue, the child's participation in the team will be reviewed. The child may lose their place in the team if fees are not paid on time.

Fees charged by the school are approved by the Sports Committee, and managed by the school Finance Officer in collaboration with the Sports Co-ordinator/s and coaches/team managers.

If a student drops out of the team for any reason during the season/program there will be no refund, and may not receive a participation award (depending on circumstances) at the end of the season.

Transport

All persons and vehicles carrying children to and from venues during school hours must be covered with an appropriate comprehensive insurance policy and have completed a transport form. All drivers must have a current licence, and NOT be an L or P plate driver.

Vehicles must be in a good and safe condition with working seatbelts, ensuring they are worn by all passengers.

Uniform & Equipment

Team uniforms will be issued to players either at the start of the season, or game by game. Uniforms will be returned to the school unchanged and in good condition at the end of the season or game.

If the uniforms have not been looked after, changed or deliberately damaged, parents may be invoiced for appropriate repair or replacement of the garment.

Team equipment is the responsibility of the coach. An inventory of uniforms and equipment will be taken at the end of each season by the Sports Co-ordinator/s.

Protective Equipment

Coaches and managers are responsible for ensuring that all sports equipment is safe and that children wear appropriate protective equipment.

The following sports require protective equipment:

- Soccer – shin guards compulsory (mouthguards recommended)
- AFL Football – mouthguards compulsory (helmets are recommended)
- Cricket – helmets, pads, gloves, protectors are compulsory (subject to age group and type of cricket)
- Netball – mouthguards recommended
- Baseball/Softball/Teeball – gloves, helmets and catchers protective equipment are compulsory

The registration/consent forms for will have the compulsory and recommended items for each sport.

Cancellation of training & games

The standard procedure for cancellation of practice due to wet weather, water logged grounds, extreme heat or for any other reason is that the coach (in conjunction with the Sports Co-ordinator/s) will cancel the practice. The coach will attempt to contact parents, or the Sports Co-ordinator (or staff member) will inform students as soon as possible.

The coach and Sports Co-ordinator/s must ensure all students are informed of the cancellation, and that arrangements are made for the collection of the children. Students may need to go to the office to contact their parents.

The school will endeavour to communicate these cancellations or changes as soon as possible by telling students individually, notes sent home through children, a sign posted at the venue and a message posted on relevant social media (eg Facebook).

Team Selection

It is the Sports Co-ordinator's role to use the registrations (nominations) to create teams and organise suitable coaches. All registered students will be provided the opportunity to participate in a team or sport regardless of their ability.

Teams will be selected by the Sports Co-ordinator/s based on the registrations received by the due date, with criteria for selection being the following:

- Coach availability
- Friendship groups
- Class groups
- Existing relationships
- Experience/ability level

If insufficient numbers of ENPS students are available, students from nearby schools may be invited to join the team without taking the place of an ENPS student. Alternatively, ENPS students may choose to join another school's team to ensure participation. In this case, the student and family must adhere to the expectations of the host school and the team.

Participation and Awards

Participation and Fun are the main aims of school sport.

Students who have participated in a sport at or for the school will receive an acknowledgement at the end of season/program presentation.

The participation award may be a certificate, medallion or a trophy depending on things such as the type of sport, length of season, fees contributed, and size of team.

The Sports Co-ordinator/s and coaches will determine an appropriate presentation, location and process suitable to the team and families. The invitations to players and families will be distributed at least 4 weeks prior to the scheduled presentation date.