

EAST ADELAIDE SCHOOL

After School Sports Policy and Procedures



Learning for Life

Our school values of

Respect, Responsibility, Relationships and Resilience
underpin our beliefs and actions to

inspire learners to be compassionate, creative and engaged citizens for
the future

October 2013

EAST ADELAIDE SCHOOL

After School Sports Policy

1. AFTER SCHOOL SPORT AT EAST ADELAIDE SCHOOL

All students have the right to participate in an inclusive sporting program provided through, or facilitated by the school. Sport is an extension of the health and physical education learning area and contributes positively to students' personal and social capabilities.

East Adelaide School (EAS) encourages developmentally appropriate sports activities for all students. Early Years Reception to Year 2 students access introductory skills based program based on play activities and minor games before proceeding onto a more formal competition based sports.

For Primary Years 2 to 7 students, organised competitive sport is an excellent way to encourage an appreciation of physical activity, team building and playing games to socially agreed rules and procedures. It provides the opportunity for students to gain an insight into the role that sport plays in Australian society and provides a forum for social engagement with peers outside the classroom.

Implementation of the EAS After School Sports Procedures

All students, parents, volunteers, coaches and staff at East Adelaide School who are associated with after school sports are expected to support the policy and to sign an After School Sports Team Expectations and Agreement upon registration (see Appendix A).

Registration: Registration forms are available from the front office at the start of each season.

Information is available on the school website and on school newsletters. Some sports will have limited numbers of teams dependent on the availability of coaches.

Safe Environments

Child Protection and Work Health and Safety are a priority at EAS. Students are supported by coaches and volunteers to play sport in a safe and supportive environment. Adults understand and model ethical behaviour and exercise informed judgements in dealings with students, parents and the community.

Safety involves the provision of:

- safe and appropriate facilities and equipment
- suitably experienced or trained coaches/supervisors
- suitable umpires
- organised practices and matches
- first aid kits and guidelines for dealing with an emergency
- inclusive and positive interactions to engage and support student in sports activities
- clear routines, guidelines and expectations of student, coach and parent behaviours and addressing discipline issues promptly, fairly and respectfully
- an After School Team Sports Expectations and Agreement to be read and understood by players, coaches, parents/parents to enact the school values of Respect, Responsibility, Relationships and Resilience

Volunteer parents/care givers and adults who coach or manage teams of children and organise practice sessions and games are required to have criminal history screening from Department for Communities and Social Inclusion (DCSI) Unit. <http://www.decd.sa.gov.au/hrstaff/pages/default/criminalhistory/>

While coaches and team managers do their best to ensure the safety and well being of children, parents should remember that they have responsibility for their children during after school and weekend sports activities. Never leave any child alone at the end of a match/training session while they wait for the arrival of their parent/carer. Students are to leave sporting venues accompanied by their parent/carer unless prior arrangements have been made.

Student Leadership

The involvement of students in the organisation of their own sport and in the decision making processes in games is an important aspect of their learning.

School and Community Links

EAS will work with community sporting bodies to facilitate access to a wide range of sporting experiences and programs. In order to promote and engage students in sport throughout their life it is important for children to be linked with sport in their community.

2 THE ROLE OF THE SPORTS COMMITTEE (SC)

The Sports Committee oversees the sporting activities undertaken by teams representing the school out of school hours.

The EAS SC will be responsible for recommending school policy in respect of out of school sporting arrangements and for carrying out the following functions:

- Identify sports for which EAS proposes to nominate teams.
- Discuss and approve appropriate fees for students participating in the various sports.
- Support the end of season presentation of trophies and awards to team participants.
- Meet on a regular basis (at least once per term).
- Oversee the preparation of the out of hours school sports budget. The committee will review the budget on a regular basis.
- Establish fees for the following year in Term 4.
- To keep Governing Council informed about the out of school hours sports activities.
- To encourage and assist participation in coach education and accreditation courses.
- To increase player and coach awareness of individual and team safety issues.
- To assist Leadership to investigate in conjunction with the representatives from the relevant sporting body complaints or issues arising involving the behaviour of spectators, parents, players, coaches or managers.
- To oversee the out of school hours sports program.

Membership of the Sports Committee will be:

- The Sports Coordinator
- A member of the Leadership team
- At least one member of the Governing Council
- One or more teachers
- Interested parents involved in out of hours school sport

The minutes of the meeting will be taken at each meeting and a chairperson will be appointed.

Decision Making Process of the Sports Committee

- The Sports Committee is a self directed body which manages itself on behalf of the Governing Council.
- The Sports Committee is required to conduct meetings in accordance with the Code of Conduct of the Governing Council.
- A minimum of 5 committee members, which includes a member of staff, must be present for a formal meeting to proceed.
- The Sports Committee reports information and decisions to the Governing Council.
- Any sensitive or major decisions that can not be resolved will be referred to the Governing Council.

Reporting Processes of the Sports Committee

- Minutes of meetings will be taken and decisions will be recorded.
- Meeting minutes will be tabled at each Governing Council Meeting. A concise report of the decisions made by the committee will accompany the report at the Governing Council meeting.
- Meeting minutes will be available to the school community.
- A Sports Committee report will be compiled for the Annual General Meeting of Governing Council.

3 THE ROLE OF THE SPORTS COORDINATOR

The Sports Coordinator reports to the Deputy Principal/ Principal and the Sports Committee.

The Sports Coordinator is responsible for:

- The distribution of information in relation to out of school hours sports to staff, students and families through school website, newsletters and at Assembly
- The nomination of teams, including the organisation of team registration fees
- Appointing students to teams in liaison with teaching staff
- The allocation of all equipment, including First Aid, to coaches and team managers and uniforms to individual players
- The maintenance of equipment and uniforms
- Provide criminal history screening information Department for volunteer parents/carers from Communities and Social Inclusion (DCSI) Unit.
<http://www.decd.sa.gov.au/hrstaff/pages/default/criminalhistory/>
- Encourage volunteers to attend volunteer training sessions and maintain an updated register of eligible volunteers to coach or supervise students.
- Overseeing the appointment of coaches and team managers in consultation with the Deputy Principal
- Purchasing equipment for any team or group with the approval of the Deputy Principal. Major expenses, such as uniforms, will be discussed with the Sports Committee prior to purchase.
- Coordinating a meeting with coaches and team managers prior to each season to outline the After School Sports Expectations and Agreement.
- Maintaining communication with coaches/ team managers, parents and individual players
- Organising training times in negotiation with coaches/team managers
- Establishing an information folder for each team to assist coaches and team managers
- Liaising with the Finance Officer with respect to fees
- Preparing and updating the Sports Information Folder - sports programs and financial information.
- Liaising with school staff and the local council about the use of facilities
- Updating knowledge of work, health and safety issues
- Collating a data base of
 - i. students who participate in school sports across the year
 - ii. coaches, team managers and volunteers. This information will be tabled at Governing Council.
- Assisting with the Sports Presentation and thank-you to volunteers in Term 4

4 ROLE OF TEAM COACHES

- Where possible, coaches will be suitably qualified. Coaches and managers may be parents interested in helping teams in this role so formal training in the particular sport is not obligatory.
- Parents volunteering to coach must have clearance through the Department of Communities and Social Inclusion (DCSI) Screening Unit - Child Related Employment Screening and attend Volunteer training sessions. Forms can be collected from the front office.
- EAS recognises the significant leadership role of the coach, and all coaches will be offered the opportunity to attend appropriate coaching courses.
- Provide information to assist in SAPSASA selections.
- If no parents volunteer it may be necessary to pay an outside coach who is suitably qualified to do so, at an additional cost. Responsibility to organize/manage this is the responsibility of the parents. Non-school based personnel involved in sport need to provide evidence of a Criminal History Screening.
- Liaise with the Team Manager and Sports Coordinator
- Assume the role of Team Manager if there is no Team Manager. Delegate jobs to parents as needed

5 ROLE OF TEAM MANAGERS

- Team Managers are parents and liaise with the Team Coach, Sports Coordinator and the team.
- Obtain DCSI criminal history screening and attend Volunteer training sessions.
- Liaise with Sports Coordinator SSO with respect to uniforms and equipment.
- Report any problems to the Sports Coordinator SSO or Deputy Principal.

- Ensure medical consent forms are available at practice and games.
- Organise rosters as required - eg parent supervision at after hours practice and scoring duties.
- Provide an update of team performance in the school newsletter and/or at School Assemblies.
- Report any problems to the Sport Coordinator SSO who in turn will discuss further with teaching staff
- Ensure medical and emergency contact details are available at all practices and games.
- Provide information to assist in SAPSASA selections.

6 After School Sports Expectations and Agreement (Appendix A) to be included in registration pack

- Players, coaches and parents are expected to read the After School Sports Expectations and Agreement, sign the agreement and enact the school values and vision to inspire learners to be compassionate, creative and engaged citizens for the future.

7 FIRST AID AND INJURY MANAGEMENT

- The Sports Coordinator SSO is responsible for the provision, and each coach/ manager for the upkeep, of First Aid Kits, which must be on hand for all practices and games/matches.
- Parents will provide any relevant medical information when registering their child for a school sport. Players with medical conditions require an appropriate health plan and parent supervision at training/games.
- Coaches/ managers must report to the Sports Coordinator SSO when First Aid kits need replenishing.
- All coaches and supervisors, including parents and teachers, should be encouraged to have a current First Aid Certificate.
- Children with open wounds are to be removed from play immediately. The wound should be cleaned and covered (gloves should be worn) before the child may re-enter the game.
- A sports uniform must be changed if it has blood on it.
- Minor First Aid can be administered.
- For serious cases the parents and the ambulance will be called. Parents of the child will meet the cost of any ambulance required.
- The Sports Coordinator, teaching staff and leadership will be informed of any accident.

8. INSURANCE

- Parents are encouraged to arrange health insurance for their child who is participating in sporting activities.

9 REGISTRATION OF PLAYERS AND SPORTS FEES

- All students intending to play sport for EAS must complete a registration form prior to the commencement of each summer or winter season.
 - The registration form will contain details concerning competition times and the fee levied for that particular sport. The registration form will request details concerning:
 - Parental consent for the sporting activity.
 - Parental contact numbers (home, work, mobile).
 - Significant medical conditions the participant may have. The parent must supply a copy of the medical plan.
 - Permission to travel in a comprehensively insured vehicle belonging to another parent.
 - After School Sports Expectations and Agreement to be signed by parent and students.
- Failure to complete these details may result in the student not being able to take part in that sport.

Outside Registrations

Children not attending East Adelaide School should only be allowed to register for a team if there are insufficient numbers to form a team. Once registered, children are to be treated equally throughout the sport's season.

Sports Fees

- EAS provides sports under a 'no pay - no play' policy, sanctioned by Governing Council. All children nominating for a sport are expected to pay fees when submitting the nomination form prior to the commencement of the season.
- Fees are to be approved by the Sports Committee and set by the Principal/ Deputy and Finance Officer. Fees must be set at a level to ensure the sports continued viability, while not excluding players.
- EAS supports participation of all interested players. Families experiencing financial difficulty will be supported through the school's Social Justice budget.
- If after Registrations and Fees have been collected there are insufficient numbers for a team the Fees will be refunded in full.
- If a player drops out during a season there will be no refund made.

10 TRANSPORT

- All people and vehicles carrying children to and from sporting events in school hours must be covered with an appropriate comprehensive insurance policy and have completed a transport form.
- Only suitably qualified people should be permitted to drive. This excludes those with L or P plates.
- All vehicles being used must have seatbelts with the driver ensuring that they are worn.
- If there are insufficient vehicles to transport the children in a safe manner, then the competition must be abandoned.
- Consent forms must be signed by parent / guardian prior to the competition.
- Transport Consent must be given on the Registration Form.

11 UNIFORM AND EQUIPMENT

- Uniforms on loan from the school must be worn for matches or practice only.
- Children will be issued with uniforms for the duration of the season and parents will be expected to launder them and keep them in good repair.
- Uniforms should not be altered in any way.
- Uniforms and equipment will be collected at the completion of the season, by the Sports Coordinator.
- If items are lost or intentionally damaged, charges may be made to the parents of the student to cover the cost of replacement.
- Children not wearing the designated uniform may not be permitted to play.
- Team equipment is the responsibility of the coach.
- An inventory of all kits and equipment should be undertaken at the end of each season by the Sports Coordinator.

12 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 at training and in games to ensure the safety of children:

- Soccer - shin guards compulsory, mouthguards recommended.
- Cricket - helmets, protectors, batting gloves and pads are compulsory, subject to the age group of the players.
- Football - mouthguards are compulsory.
- Netball – mouthguards recommended.

13 CANCELLATION POLICY AND GAMES PROCEDURES

Individual sports are responsible for developing guidelines for procedures in games when weather is unsuitable. This is to be done in conjunction with the association/club that runs/manages the competition for each sport. These guidelines must then be referred to the After Hours Sport Committee for its approval.

- Standard procedure for cancellation of practice due to wet weather, waterlogged grounds or for any other reason is that the coach and/or team manager cancels the practice. This is advised to the children via the class teachers.

- After school sport practice is cancelled for hot weather when the predicted temperature for the day is 35 degrees or higher in “The Advertiser”
- The cancellation of any practice is at the discretion of the coach.
- Game cancellation temperatures are set by the associations. Sports played in the evening out of direct sunlight may have different procedures.
- Team coaches/managers must ensure that all children have been informed of any cancellation and that proper arrangements have been made for them to be picked up by their parents or taken to the School Office.
- Children are encouraged to phone their parents from the office to arrange to be picked up. Children who are not collected after school will go to the School Office.
- Parents are encouraged to ring the school to find out if practice is cancelled.
- Coaches and team managers should encourage the use of sunscreen, drinking water and hats according to the school’s Sun Smart Policy.

14 TRAINING

- Training is an important part of the sporting experience. It is recommended that parents attend training sessions and games. Parents are requested to inform the coach and or team manager if their child is unable to attend training.
- Training times will be set by the Sports Coordinator in negotiation with coaches and players and timetables displayed in front office.
- Training locations will be decided at the start of each season. The location will depend on the sport, availability of space and the age group of the students. The practice venue may be on school grounds or off school grounds.
- It is recommended that training sessions go no longer than 60 minutes. This will depend on the availability of training facilities.

15 PARTICIPATION AWARDS

Participation is the major focus of the EAS After Hours Sports Programme.

Children in Reception to Year 2 who participate in skills sessions will be acknowledged at the end of the season by a sports presentation where participation medallions will be presented.

Children in Years 2 – 7 who participate in team sports will be acknowledged at the end of the season by a sports presentation and will receive a trophy for each team sport that they play.

16 TEAM SELECTION PROCEDURE

- EAS has the overriding philosophy of participation and learning as the desired outcomes of the sporting experience. Within the framework, EAS will assist all children to achieve their potential in their chosen sporting endeavour.
- Unless otherwise decided by the sporting association organising the competition entered, teams will not be selected on the basis of skill level.
- When differing divisions are offered by a sporting association at Year 6/7 level, students may be grouped to participate at a standard commensurate with their abilities. The process should involve consultation with the Sports Coordinator SSO and teachers and then the coaches involved. The process used should be made explicit to parents before teams are selected. Criteria may include:
 - Friendship groups
 - Class groups
 - Availability of coaches
 - Discussion with the coach
- If insufficient numbers of EAS students are available to field a team in a particular sport, nearby schools will be invited to form a combined team.
- If students from nearby schools approach EAS to join a sporting team, they will be allowed to do so if they are not taking the position of an EAS student.
- Due dates for registration should be adhered to and it is at that time that the SSO Sports Coordinator will create teams and organise available coaches.
- If late registrations are received a student may be placed on a waiting list if there are high numbers players.

17 LOCAL ASSOCIATIONS AND SCHOOL PARTICIPATION

- East Adelaide School's involvement in various sport competitions is governed by the rules of the sports association, the league or the entity hosting and convening the competition. First and foremost, EAS will be required to adhere to their conditions of entry.
- EAS encourages those children with keen sporting ambitions and sporting ability to participate in club sports in addition to their EAS sports participation.
- EAS encourages cooperation with sporting associations and local sporting bodies.

18 AFTER SCHOOL SPORT GRIEVANCE PROCEDURES

The After School Sport Committee has a commitment to creating a safe and supportive environment where students can participate in a range of sports and continue to develop their skills and abilities.

If students or parents have concerns about an aspect of the After School Sport Program, the Committee requests that this process be followed. The process is structured to support parents to resolve concerns within EAS Grievance Procedures.

Step 1.

Talk to the person about what is upsetting you. It is very important to be mindful that there are often a range of perceptions about an issue. Therefore, listening to another person's version of the story or issue can often solve the concern.

Step 2.

Contact the team coach involved to discuss your concerns. If you consider the issue you have raised is not resolved, make an appointment with the Sports Coordinator SSO.

Step 3.

Meet with the After School Sport Coordinator. You may wish to arrange for another person- child or parent to support you by attending the meeting with you.

Step 4.

If you are dissatisfied with the outcome of the meeting make an appointment to see the teacher representative on the Sports Committee or Deputy Principal.

Step 5.

Having followed these steps, if you feel that your grievance has not been adequately dealt with you should write to the Chairperson of Governing Council.

Important Points

- If you believe that the issue is of a **serious** nature it may be advisable to take the concern straight to the Deputy Principal or Principal.
- Throughout this process it is important to maintain confidentiality and positive working relationships are restored.

Appendix A
After School Sports Expectations and Agreement

Players, coaches and parents are expected to read the information and sign the agreement to enact the school values and vision to inspire learners to be compassionate, creative and engaged citizens for the future.

Student Name:.....**Year Level:**.....**Room No.**.....

- **RESPECT**
- Players will respect all players including opposing team members, follow officials' decisions and show appreciation for coaches and spectators
- Coaches will role model appropriate team skills and codes of behaviour in sport
- Parents/Spectators will encourage students to show respect to team members, coaches and to support team decisions

- **RESPONSIBILITY**
- Players will attend regular practice sessions and games and play to the best of their ability
- Coaches will teach a range of skills and how to play by the rules
- Parents/Spectators will promote student participation in the game and regular communication with the coach
-
- **RELATIONSHIPS**
- Players will listen to instructions, follow game rules and co-operate with team, coach and game officials
- Coaches will liaise with players, parents, Sports SSO and PE teacher
- Parents/Spectators will applaud good performance and efforts from all individuals and teams
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- **RESILIENCE**
- Players will demonstrate persistent and caring behaviour during practice sessions and games
- Coaches will support all students to participate proactively and to bounce back in difficult situations
- Parent/Spectators will encourage students to be 'good sports' and to promote all students' efforts

Coaches will use their professional judgement to determine the appropriate level of response and strategy to address unacceptable behaviour. **Consequences may include non-participation in training and /or game/s.**

Coaches will document behaviours in consultation with parents, students, After School Sports Coordinator and Leadership and negotiate appropriate consequences and development of personal goals.

I understand and agree to these expectations and accept the consequences of not following this agreement.

Student's name and signature

Coach's name and signature

Parent's name and signature:.....