

# **EAST ADELAIDE SCHOOL**

## **After School Sports 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

Updated October 2020

# **EAST ADELAIDE SCHOOL**

## **After School Sports Procedure**

### **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) student's access introductory skills based programs 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.

#### **School and Community Links**

EAS will work with community sporting bodies to facilitate access to a wide range of sporting experiences and programs.

### **2. THE ROLE OF THE AFTER SCHOOL SPORTS COMMITTEE (ASSC)**

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

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

- Oversee the out of school hour's sports program.
- Identify sports for which EAS proposes to nominate teams.
- Oversee the preparation of the after school sports budget and review the budget on a regular basis.
- Discuss and approve appropriate fees for students participating in the various sports.
- Support the end of season presentation of certificates and awards to team participants.
- Encourage and assist participation in coach education and accreditation courses.
- Increase player and coach awareness of individual and team safety issues.
- Where necessary, assist representatives from the relevant sporting body regarding any complaints or issues arising involving the behaviour of EAS players, coaches, managers spectators or parents.
- Inform Governing Council about the out of school hour's sports program.
- Meet on a regular basis (at least once per term).
- Organisation of internal (within school hours) sporting programmes will be left to the discretion of the school administration. Support from the sports committee may be requested from time to time.

### **3. MEMBERSHIP OF THE AFTER SCHOOL SPORTS COMMITTEE**

The ASSC will consist of:

- The After School Sports Coordinator (see section 5)
- A member of the Leadership team
- At least one member of the Governing Council
- The P.E. teacher
- Any other parents or interested members of the school community

#### **4. GOVERNANCE OF THE AFTER SCHOOL SPORTS COMMITTEE**

The ASSC is a self-directed body which manages itself on behalf of the Governing Council. The ASSC does not make decisions exclusively but develops a position for Governing Council to consider and approve where appropriate.

The ASSC is required to conduct meetings in accordance with the Code of Conduct of the Governing Council.

The ASSC quorum is 3 committee members with at least one member of staff.

The ASSC reports information and recommendations to the Governing Council.

Any sensitive or major decisions that cannot be resolved will be referred to the Governing Council.

Minutes of meetings will be taken, providing a concise summary of the discussion.

Meeting minutes will be tabled at each Governing Council Meeting and an ASSC member at the GC meeting can talk to any advancements since the last ASSC meeting was held with questions ordinarily taking on notice for discussion with ASSC.

Meeting minutes will be available to the school community upon request.

An ASSC report will be compiled for the Annual General Meeting of Governing Council.

#### **5. THE ROLE OF THE AFTER SCHOOL SPORTS COORDINATOR**

The After School Sports Coordinator reports to the Deputy Principal/ Principal.

The After School Sports Coordinator has the following roles:

- Distribution of information in relation to After School Sports to staff, students and families through school website, newsletters, School Konnective App and at Assembly
- Make team selections based on student registrations
- Nomination of teams, including the organisation of team registration fees
- Appointment of coaches and team managers
- Ensuring that all coaches, team managers and parent/carer helpers provide evidence of WWCC Child Related Employment Screening and Responding to Abuse and Neglect (RAN) Training for Volunteers and a school site induction.
- Establish an information folder for each team to assist coaches and team managers
- Maintain communication with coaches/ team managers, parents and individual players, for example relating to Sporting Associations
- Organise training times in negotiation with coaches/team managers, subject to availability of facilities
- Allocation of all equipment, including First Aid and uniforms, to coaches and team managers
- Purchase of equipment for any team or group.
- Coordinate a meeting with coaches and team managers prior to each season to outline the After School Sports Expectations and Agreement.
- Prepare budgets for the After School Sports program including in collaboration with the Finance Officer and determining individual sport fees.
- Where required, undertake relevant risk assessments of equipment, facilities and external venues
- Address work, health and safety issues including individual sport requirements relating to protective equipment and extreme weather
- Collate a data base of
  - i. students who participate in school sports across the year
  - ii. coaches, team managers and volunteers.
- Assisting with the Sports Presentation at the end of each season and thank-you to volunteers
- Prepare an annual report to be included in the School Annual Report by the end of Term 4

## **6. AFTER SCHOOL SPORTS EXPECTATIONS AND AGREEMENT**

Each coach, parent and carer must read the After School Sports Expectations and Agreement, sign the agreement and enact the school values and vision.

Each player must sign the After School Sports Expectations and Agreement as part of the application process.

The After School Sports Expectations and Agreement will be included with registration forms. (Refer Appendix A). These are included in the QKR! Registration process.

Students who have not returned a signed form may not be eligible to play matches.

At the end of each playing season, the uniforms should be returned to the After School Sports Coordinator, no later than the Wednesday of the last week of the school term. All uniforms should be returned laundered and in good repair. For any uniforms that are damaged or not returned, an invoice may be sent to the family for the replacement cost of the uniform.

## **7. TEAM COACHES**

Where possible coaches will have knowledge, skills and/or experience in the respective sport.

Coaches will be encouraged to undertake additional training offered by the relevant sport association.

EAS recognises the significant leadership role of the coach, and all coaches will be offered the opportunity to attend appropriate coaching courses.

Coaches may be asked to provide information to the school to assist in SAPSASA selections.

Coaches should liaise with the Team Manager and After School Sports Coordinator. If there is no formal team manager, the coach should assume the role of Team Manager and delegate jobs to parents as needed.

Coaches must read the Volunteer Coaches document and are aware of the expectations and responsibilities as an EAS coach.

## **8. TEAM MANAGERS**

Team managers will have the following roles:

- Liaise with the Team Coach, After School Sports Coordinator and the team.
- Ensure first aid kit, medical and emergency contact details are available at all practices and games.
- Organise rosters as required - ie scoring duties.
- Provide an update of team performance to the After School Sports Coordinator.
- Report any problems to the After School Sports Coordinator who in turn will discuss any issues with school leadership.

Team Managers must read the Coach/Team Manager's Handbook and are aware of the expectations and responsibilities as an EAS Team Manager.

## **9. COVID-19 Restrictions**

Coaches and Team Managers are required to fill in the COVID-19 site plan every time they attend training (in the gym) or on the playing surface (Barry Messner Reserve). These are to be filled in at the start of each session and for the coach to collate and lodge with the school.

Coaches, Team Managers and Parents are encouraged to download the Covid-19 App and seek further information via <https://www.covid-19.sa.gov.au/> if required.

## **10. FIRST AID AND INJURY MANAGEMENT**

The After School Sports Coordinator is responsible for the provision, and each coach/ manager for the upkeep of First Aid Kits, which must be on hand for all practises and games/matches.

Parents will provide all relevant medical information when registering their child for a school sport. Players with medical conditions require an appropriate / current health plan and parent supervision at training/games.

Coaches/ managers must report to the After School Sports Coordinator when First Aid kits need replenishing.

All coaches and supervisors, including parents and teachers, are encouraged to have a current First Aid Certificate.

The following procedures apply to first aid and injury management:

- 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 there is blood on it.
- Minor First Aid can be administered at the site.
- For serious injuries, an ambulance will be called by the Coach, Team Manager or child's parent [as appropriate].
- Where families have private medical funds/insurance to cover the cost of an ambulance, they are responsible for paying the Ambulance Service fee. Where families do not have private medical funds/insurance, a Statutory Declaration should be completed and given to the Principal along with the Ambulance Service fee invoice.  
The Principal will consult with the After School Sports Coordinator and then submit the Statutory Declaration and the invoice to DECD, together with a statement verifying that the injury occurred to a student enrolled at East Adelaide School during a sporting team practice or match. DECD will then pay the incurred costs.
- The Sports Coordinator, teaching staff and leadership must be informed of any accident that requires medical or dental treatment, so that the incident is recorded on the DECD Injury and Management System.

## **10. INSURANCE**

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

## **11. REGISTRATION OF PLAYERS**

All students intending to play sport for EAS must complete a registration form prior to the commencement of each summer or winter season.

The online registration form will contain details including the fee levied for that particular sport. Completion of the registration form will require:

- 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 student's Health Care Plan.
- After School Sports Expectations and Agreement form which must be signed by parent and students in order to be considered complete.
- Agreement for use of photos in the school newsletter/website must be acknowledged (Y/N)

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. In the first instance, approval from the principal to play must be sought before a nomination will be accepted. Once registered, children are to be treated equally of that of EAS students throughout the sport's season.

## **12. 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.

Sports Fees are set by the After School Sports Coordinator in conjunction with the Principal/ Deputy and Finance Officer and are then approved by the After School Sports Committee. 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 for that team will be refunded in full.

If a player drops out during a season there will be no refund made.

## **13. UNIFORM AND EQUIPMENT**

The following procedures relate to the provision and use of uniforms:

- Uniforms on loan from the school must be worn for matches or practise 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 After School 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.

The following procedures relate to the provision and use of equipment supplied for and used for After School Sports:

- The After School Sports Coordinator will allocate required equipment, including First Aid and uniforms, to coaches or team managers.
- Team equipment is the responsibility of the coach or manager.
- An inventory of all kits and equipment should be undertaken at the end of each season by the After School Sports Coordinator.

## **14. PROTECTIVE EQUIPMENT**

### **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:

- Basketball – mouthguards are recommended.
- Cricket - helmets, protectors, batting gloves and pads are compulsory for junior and senior cricket teams.
- Football – mouthguards are compulsory.
- Hockey - mouthguards and shin guards are compulsory.
- Netball – mouthguards are recommended.
- Soccer - shin guards compulsory, mouthguards are recommended.

## **15. CANCELLATION PROCEDURES**

- Standard procedure for cancellation of practice due to wet weather, waterlogged grounds, extreme heat 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, parents will be notified via an alert on the School Konnective App.
- After school sport practice is cancelled for hot weather when the predicted temperature for the day is 35 degrees or higher via the BOM (Bureau of Meteorology) site at Kent Town – please refer to EAS and Associations Hot Weather Policies.
- 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 prior to 3.30pm and then sent to OSHC thereafter.
- Coaches and team managers should encourage the use of sunscreen, drinking water and hats according to the school's Sun Smart Policy.

## **16. TRAINING**

- Training is an important part of the sporting experience and students are required to train regularly.
- Parents are to make arrangements with the coach if parents are unable to supervise their child during training sessions.
- 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 After School Sports Coordinator in negotiation with coaches and players.
- 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 and the age of students.

## **17. USE OF SCHOOL FACILITIES**

The grounds and facilities used for After School Sports are shared with the school and OSHC and the following apply:

- School use of the gym occurs between 8.40am and 3.15pm Monday to Friday
- OSHC use of gym from 4.00pm to 5.30pm Monday to Friday

Start and finish times for After School Sports practices or matches need to recognise times for set up and pack up and next user of the facility (e.g. school class).

All equipment must be packed up and the store room left in a tidy state.

## 18. TEAM SELECTION PROCEDURE

EAS promotes access, participation and learning of sporting experiences. EAS will assist all children to achieve their potential in their chosen sporting endeavour.

Due dates for registrations should be adhered to and it is at that time that the After School Sports Coordinator will begin the process of creating teams and identifying available coaches.

Once students have registered their interest in playing sport at EAS, it is the After School Sports Coordinator's role to structure the teams to accommodate the number of players who have registered. Every year is a new year and team structures may look significantly different to the structures of the previous year and the allocation of players may also vary significantly.

The process of allocating players to specific teams involves consultation between the After School Sports Coordinator, teachers and coaches. The After School Sports Coordinator then has the final decision on the selection of players for each team.

Team Selection is based on (in order of preference)

- Age of student
- Current level of experience in sport
- Nominated friend

Children are not guaranteed that they will always be placed with their nominated friend. Where this is not possible, parents will be contacted by the After School Sports Coordinator and an explanation given.

Teams can only function when they have coaches. Every effort will be made to identify a coach, but where this is not possible teams cannot go ahead.

Once decisions related to team structures and player allocations are finalised, students will be notified.

## 19. TEAM NUMBERS

To encourage suitable game time across all players and also to allow for injury or sickness, it is preferable that teams are allocated a given number of students. These are only to be used as a guide, but do help to control player numbers and the frustration that results when teams are at over capacity.

Basketball-	Minimum is 5, maximum is 8
Cricket-	Minimum is 8, maximum is 10
Football-	Minimum is 9, maximum is 12
Netball-	Minimum is 7, maximum is 10
Soccer-	Minimum is 7 for 8 Years, Maximum is 11
	Minimum is 9 for 9 years, maximum is 13
	Minimum is 9 for 10 years, maximum is 13
	Minimum is 11 for 11 and 12 years, maximum is 15

For the skills programs, player numbers should be limited to the availability of coaches. Where more parents are **actively** assisting in the running of the session, more player numbers can be allocated. Age groups, experience, equipment and space all need to be taken into consideration.



## **20. PARTICIPATION AWARDS**

All students who participate in team sports will be acknowledged at a sports presentation where certificates will be presented. Students who participate in skills programs will be acknowledged at the last skills session, where medals will be presented.

## **21. LOCAL ASSOCIATIONS AND SCHOOL PARTICIPATION**

EAS encourages all students to participate in EAS sports.

EAS works in collaboration with sporting associations and local sporting bodies.

## **22. AFTER SCHOOL SPORT GRIEVANCE PROCEDURES**

EAS is committed to creating a safe and supportive environment where students can participate in a range of sports and continue to develop their skills and abilities.

We have Expectations and Agreements in place that are signed by students and parents to ensure that all students, parents and coaches model school values and behave accordingly.

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 and tell them to stop the behaviour. 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 After School Sports Coordinator.

### **Step 3.**

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

### **Step 4.**

Allow for a reasonable time frame for the problem to be addressed. If you are dissatisfied with the outcome of the meeting make an appointment to see the Deputy Principal.

### **Step 5.**

Inform your parent(s)/caregiver(s) so they can talk to a member of the leadership team.

### **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

Players and parents: please read and discuss this information and then sign below to show that you understand and agree to behave in ways that reflect our school's values.

### PLAYERS

#### Respect

- I will respect all other players, in my own team and in opposing teams. I will follow officials' decisions and show appreciation for coaches and spectators.

#### Responsibility

- I will attend regular practice sessions and games and play to the best of my ability.

#### Relationships

- I will listen to instructions, follow game rules and co-operate with my team, coach and game officials.

#### Resilience

- I will demonstrate persistent and caring behaviour during practice sessions and games.

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

Student's name: \_\_\_\_\_ Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENTS/CAREGIVERS

#### Respect

- I will encourage my child and all other students to show respect to team members, coaches and to support team decisions. I understand that I am a role model to my child and to other children as well.

#### Responsibility

- I will promote student participation in the game. I will have regular communication with the coach. I will support my child's coach at practices and games as often as I can.

#### Relationships

- I will applaud good performance and efforts from all individuals and teams.

#### Resilience

- I will encourage students to be 'good sports' and to promote all students' efforts.

I am aware that coaches use their professional judgement to determine the appropriate level of response and strategy to address any student's inappropriate behaviour.

**The consequences of inappropriate behaviour may include non-participation in training and/or in games.**

If the coach considers a student's behaviour is inappropriate, it will be recorded and discussed in conjunction with the After School Sports Coordinator and School Leadership to negotiate appropriate consequences.

I will support the coach if my child's behaviour at practice or at games does not meet EAS Expectations as set out in this agreement form.

<p><b>I agree that a team or individual photo of my child may be included in the school newsletter and placed on the school website?</b></p> <p>Yes / No <i>(please circle)</i></p>
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Parent/Caregiver name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_