

# SPORTS AND CLUBS POLICY



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## 1. Overview

School sports and clubs are an opportunity for children to enjoy and benefit from participation, enabling them to have fun and develop skills, self- esteem, fitness and friendship.

East Marden Primary School provides a range of activities for children to participate in and relies on adult volunteers from the school community to coach, manage and support teams.

This Policy outlines the opportunities, responsibilities and commitments required by the Sports Committee, P.E. Teacher, coordinators, coaches/managers, players and parents. It is a condition that all children and adults agree to abide by this policy when participating in or assisting with school sport & clubs.

The school supports the philosophy of The National Junior Sports Policy.

## 2. Objectives

The key objectives of sports and clubs are:

- To provide a safe, healthy and friendly environment that encourages personal achievement and develops self-esteem and confidence.
- To enable children participating to learn skills and techniques, and to develop team spirit and appropriate behaviour
- To enable children to participate regardless of ability, within age restrictions.
- To promote playing for enjoyment and at the same time have sensible and realistic attitudes towards competitiveness.
- To encourage the best possible coaching and supervision for children.

## 3. Sports & Clubs Offered

### Netball/ Netta

- Offered in a summer (Terms 4 & 1) and a winter (Terms 2 & 3) competition.
- Competition is with the Eastern Districts Netball Association Inc.
- Netball can be played from the year summer season that the player turns 8.
- Boys are welcome in the competition, until they turn the age of 12
- Girls can play until the end of year 7.

### Soccer

- Played in the winter season (Terms 2 & 3)
- Competition is with the Eastern Zone Primary Schools Soccer Association Inc.
- Can be played from the ages 7 and above.

### Basketball

- Played all year round.
- Competition is with the Norwood Basketball Club Inc.
- Games are located at the ARC.
- Can be played from Year 2.

### Cricket

- Played in the summer season (Terms 4 & 1)
- Competition is with SACA Primary School Competition.
- Can be played from Year 2.

### Chess

- The Chess Step-by-Step method is used in the chess club
- The opportunity is given to participate in external competitions.
- Can be played from Reception.

## 4. Composition of Sports & Clubs Committee

- Principal or delegate/P.E. Teacher
- Governing Council Representative
- A coordinator or representative from each sport and club where possible

## 5. Role of Sports Committee

- Responsible to the Governing Council for the broad administration of sports and clubs in accordance with this Policy.
- Decide which sports & clubs will be offered, based on availability of suitable administration and organisation.
- This will allow for DCSI Screening and RAN-EC Training.
- Has the right to terminate the appointment of coordinators, coaches and managers in cases where behaviour is not consistent with this Policy.
- Meet once a term or according to needs.
- Review policy annually, including any suggestions for policy changes and take the decisions to Governing Council.

## 6. Role of P.E. Teacher

- Oversee co-ordination of sports and clubs.
- Liaise with coordinators and coaches/managers where necessary.
- Inform coordinators of any coaching training opportunities or first aid training.

## 7. Role of Coordinators

- Start the process of providing a list of coaches and managers to the Front Office a minimum of 1 term prior to the season starting. Must include full name and email address. This will allow time for DCSI Screening and RAN-EC Training.
- Attend Induction provided by the school.
- Follow up payments / fees.
- Responsible for management of their particular sport / club.
- Be the necessary liaison between children, parents, coaches/managers, the Committee and any associations.
- Place children into appropriate teams.
- Assist coaches/managers and the school to determine practice and game times, according to availability of people and resources.
- Be aware of uniform requirements specified by the sporting associations.
- Ensure coaches/managers have the equipment required for their sport.
- Inform coaches/managers of any coaching training opportunities or first aid training.
- Inform the school of news and results, where appropriate.
- Sign and return the Code for Coordinators/Coaches/Managers to the school. (Appendix A)

- Purchase equipment and uniforms – as per purchasing guidelines.

## 8. Role of Coaches & Managers

- All coaches and managers must have a current DCSI Screening and RAN-EC Training before starting their roles. A copy of these documents must be provided to the Front Office prior to commencing.
- If possible, teams should have both a coach and a manager.
  - A coach to train the team and coordinate games
  - A manager to communicate with parents, liaise with the coordinator and manage any administration such as forms and uniforms.
  - The coach and manager can determine the division of their roles and responsibility.
- Ensure (in conjunction with coordinators) that all required forms & the signed “Code for Players & Parents” (Appendix B) are collected from each player. This information should be on hand at training and at matches.
- Determine training times and expectations for their own teams. (See Section 9)
- Consider attending relevant coaching courses and maintaining first-aid skills.
- Ensure (with the coordinator) that there is adequate equipment for the team.
- Sign and return the Code for Coordinators/Coaches/Managers to the school. (Appendix A)

## 9. Training

- Sessions should start and finish at times specified to the children and parents.
- Should be well organised and enjoyable for the children.
- Should involve a sequential progression of skills and work towards an improvement in the standard of play.
- Should include teaching of the rules and ethics of the sport.
- Children are expected to attend training sessions; however coaches should be considerate towards children who have missed training for illness, injury or family reasons.
- Normal school rules and disciplinary action apply at all times.

## 10. Parent Responsibility and Consent

- Parents must approve the involvement of their children using forms provided by the due date, including details of any illness or medical conditions that might influence participation. Any medication required is the responsibility of the parents or child.
- The parent or child shall notify the coach/manager in reasonable time if the child is unable to participate in matches or training.
- Parents and players must sign the “Code for Players & Parents” (Appendix B) & pay any fees before their child begins play.
- A copy of the Sports & Clubs Policy is available to parents on request.

## 11. Uniforms and Equipment

- Coordinators to advise players of uniform requirements.
- Uniforms should reflect the school colours of blue & yellow where possible.
- Parents & players assume responsibility for any borrowed uniform in their possession, all borrowed uniforms must be returned at the end of the season.
- A non-refundable uniform fee may be included.
- If uniforms are not returned at the end of the season parents will be invoiced a replacement fee.
- Team equipment is organised by the P.E. coordinators. Coaches/ managers can request the replacement of items through the coordinator.
- Players are expected to wear the protective equipment required for their sport.

## 12. Finance

- Coordinators need to comply with DECD purchasing requirements.
- All orders to go the Finance Office.
- Coordinators receive monthly statements.
- Each sport will set its individual sporting fees and notify the Committee of decision. Fees must include
  - Association fees.
  - A levy for replacement of equipment and for general operational costs.
  - Uniform requirements.
  - End of season celebration costs.
  - The cost of the awards.
    - A standard award may be given for participation; and awards for achievement or improvement may also be given.
    - The cost of the award should be included in fees.
    - Sporting teams that are organised outside the school or as an amalgamation with other schools may present their own trophies
- No child will be discouraged from playing sports because of financial hardship. Request for an exemption of fees should be made through the Principal.
- Fees are to be paid to the Finance Office by the nominated date. If unpaid, exclusion from the sport / club may result.

## 13. Transport

*After school hours* transport is the sole responsibility of the parents.

## 14. Duty of Care

School Sport is an after hours activity and therefore the ultimate duty of care lies with the parent. However, coaches and managers provide contact details and have a basic duty of care to discharge, including:

- Not leaving a child alone at the end of practices or matches.
- Ensuring that a basic first aid kit is accessible.
- Removing players with open wounds from the game to receive treatment.
- Call an ambulance in the absence of a parent in the event of serious injury or illness.
- Cancel practices or matches in extreme or inclement weather, giving reasonable notice to parents.
- Advising players to comply with Sun Smart practices.

## 15. Grievance Procedures

All grievances will be dealt with in accordance with DECD Policy.

Issues of concern should be raised with regard to the following grievance process.

- Concerns related to players or parents should be raised with the coach / manager at an appropriate time.
- Concerns related to the coach / manager should be raised with the coordinator at an appropriate time.
- Unresolved concerns should be addressed to the Leadership delegate in writing via the school office.

## 16. Work health and safety (WH&S)

- For the purposes of work health and safety, volunteers have the same rights and responsibilities as workers. You will be required to complete an induction before starting your volunteering role which will be provided to you by the site.
- You are also responsible for taking care of both your own health and safety, and that of others, e.g. students. You will be informed of emergency procedures, identified hazards and control measures. You will be required to report all hazards, injuries and accidents that may occur in your presence while you are at the site. You must cooperate with any reasonable DECD policy or procedure relating to health or safety at the workplace that has been notified to workers. You will be informed of your responsibilities in relation to using government equipment and services (including use of email, the internet and information technology security).

## 17. Volunteer Protection Act 2001

The *Volunteer Protection Act 2001* seeks to protect volunteers from personal liability while they are undertaking volunteer roles. It does not cover personal injury matters (see 17.1). School leadership can assist with enquiries related to your rights and responsibilities under the Act.

### 17.1 Insurance

The school does not accept any liability for students or parents arising from any injury or accident. Parents may choose to seek private insurance to assist financially in the event of injury. Coaches, managers and other volunteers are afforded a limited cover by the DECD Volunteer Policy.

As a volunteer, you are covered by the government's self-insurance arrangements, which cover personal accidents for volunteers who are carrying out volunteer duties at the direction of the site leaders or governance body. School leadership can assist volunteers with insurance enquiries.



## Appendix A – Code for Coordinators / Coaches / Managers

I Will:

- Complete a DCSI Screening, and will complete online Responding to Abuse and Neglect induction session for volunteers prior to coaching/managing children
- Create an environment for young people so that they can participate in sport for pleasure.
- Teach the rules of the sport and operate within the spirit of the sport.
- Be respectful towards players, parents, opponents and officials; and teach players to do the same.
- Give all players fair attention, opportunities and equal play time; and avoid over-playing talented players.
- Be reasonable in the demands on players' time, energy and enthusiasm.
- Follow medical advice towards sick and injured players.
- Attempt to obtain appropriate coaching skills.
- Encourage students to drink water before, during and immediately after sport and physical activity participation.
- Encourage parents of students to provide healthy snacks, before, during breaks and after sport and physical activity participation.

I have read the Sports & Clubs Policy and agree to follow its practices and this code.

Name:

Signed:

Date:

## Appendix B - AFTER SCHOOL SPORTS / MEDICAL & CONSENT FORM

Student's Name: \_\_\_\_\_ Class Teacher: \_\_\_\_\_

Year Level: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work No: \_\_\_\_\_ Home No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

### Emergency Contact (if parent cannot be reached by phone)

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home No: \_\_\_\_\_ Work No: \_\_\_\_\_

Please list below any necessary information concerning your child's health which may affect them during any activities organised by the East Marden School Sports Committee

MEDICAL CONDITION	YES/NO	SPECIAL INSTRUCTIONS
Allergies	YES/NO	
Respiratory Problems (Asthma)	YES/NO	
Epilepsy	YES/NO	
Any other health problems or information that may prevent participating fully.	YES/NO	

**Yes I would like to coach my child's team – Please tick here**

### Parent Permission:

- I authorise my child .....to participate in the activities organised by the East Marden School Sports Coordinator/Committee.
- I agree to pay all costs associated with this sport.
- I understand no refunds will be given.
- I further authorise the coach in charge to take any medical (including ambulance) or dental action deemed necessary in the case of an accident and accept the responsibility for payment of any expenses incurred

Out of school hours matches:

- I give permission for my child to walk home
- I will pick up my child
- I authorise another adult to pick up my child.

Name of Adult.....Contact Number.....

- I understand that, if none of the above happens, then Police may be contacted.

Practices – at normal finishing time of practices:

- I give permission for my child to walk home
- I will pick up my child
- I authorise another adult to pick up my child.

Name of Adult.....Contact Number.....

- I understand that, if none of the above happens after practices, then my child will be placed into OSHC at my cost.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Guardian Name: \_\_\_\_\_

## Appendix C – Code for Players & Parents

### Code for Players

I Will:

- Learn the rules of the game and play by them at all times.
- Strive to improve my skills and fitness.
- Be a good teammate and encourage my team.
- Listen to my coach and follow their instructions.
- Be a good sport and acknowledge good plays whether by my team or opponents.
- Co-operate with my teammates, opponents and officials, and respect officials' decisions. If I have a problem I will speak to my coach/manager first.
- Attend all training sessions and games or inform the coach/manager if I am unable to attend.
- Tell the coach when I leave a training session or match.
- Wear appropriate clothing for training and matches.
- Be respectful and courteous to all players, coordinators, coaches/managers, spectators and officials.

I understand that if I do not follow this code, I may not be allowed to play.

**Name of child:**

**Signature of child:**

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### Code for Parents/Carers

I Will:

- Assist my child to understand and follow the Code for Players.
- Remember my child plays sport for enjoyment; I will encourage them to participate, but not force them to play.
- Allow the coach/manager to be the one who instructs and manages the team.
- Collect my child from practices and matches at the appropriate time.
- Ensure my child wears correct uniform.
- Focus on effort and performance, rather than winning or losing.
- Model good sportsmanship by encouraging players and skilled play on both sides.
- Raise any concerns with the coach/manager or coordinator.
- Respect officials' decisions.
- Be respectful and courteous to all players, coordinators, coaches/managers, spectators and officials.
- Remember that many people involved in sports and clubs are volunteers, giving their time to enable these activities to occur.
- Encourage my child to drink plain water before, during and immediately after sport and physical activity participation and provide a drink bottle with water.

I understand that if I do not follow this code, my child may not be allowed to play.

**Name of Parents/ Carers**

**Signatures of Parents/ Carers**

**Date**

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