

AFTER HOURS SAPSASA AND SCHOOL SPORTS POLICY

Information guidelines for out of hours sports committees, coaches and parents

SPORTING CODES OF CONDUCT

THIS SCHOOL EXPECTS THE HIGHEST STANDARDS OF CONDUCT BY OUR SPORT TEAMS AND THEIR SUPPORTERS

- ◇ **Players** - following your code is important for your development as a skilled participant who competes with positive attitudes about sport as a healthy outlet for your energy.
- ◇ **Parents** - are urged to support their children by encouraging them to play and train according to the players' code. An important part of this is modelling your conduct in line with the Parent's and Spectators' codes.
- ◇ **Coaches** - give voluntarily of their time, energy and skills to provide sporting outlets for our children and you are requested to support them in this task.

PLAYERS' CODE OF BEHAVIOUR

- ◇ Play by the rules.
- ◇ Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- ◇ Control your temper. Verbal abuse of officials or other players, deliberately distracting or provoking an opponent is not acceptable or permitted in any sport.
- ◇ Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.
- ◇ Be a good sport. Applaud all good plays whether they be by your team or the opposition.
- ◇ Treat all players with respect. Do not interfere with, bully or take unfair advantage of another player.
- ◇ Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
- ◇ Play for the fun of it, and not just to please parents and coaches.
- ◇ Be punctual to games and practices, and inform the coach if unable to attend a practice or match.

PARENT'S CODE OF BEHAVIOUR

- ◇ Remember that children play sport for their enjoyment, not yours. Encourage children to participate, do not force them.
- ◇ Focus on the child's efforts and performance rather than winning or losing.
- ◇ Encourage children to always participate according to the rules. • Never ridicule or yell at a child for making a mistake or losing a game.
- ◇ Remember that children learn best by example.
- ◇ Applaud good plays by all teams.
- ◇ Support all efforts to remove verbal and physical abuse from sporting activities.
- ◇ Respect officials' decisions and teach children to do likewise.
- ◇ Show appreciation of volunteer coaches, officials and administrators. Without them, your child could not participate.
- ◇ Support your child(ren) to be punctual and to inform the coach if unable to attend practice or the match.

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COACHES' CODE OF BEHAVIOUR

- ◇ Remember that children participate for pleasure and that winning is only part of the fun.
- ◇ Never ridicule or yell at a child for making a mistake or losing.
- ◇ Be reasonable in your demands on young players' time, energy and enthusiasm.
- ◇ Teach your players to follow the rules.
- ◇ Whenever possible, group players to ensure that everyone has a reasonable chance of success.
- ◇ Avoid overplaying the talented players. The just average need and deserve equal time.
- ◇ Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- ◇ Develop team respect for the ability of opponents and for the judgement of officials and opposing coaches.
- ◇ Follow the advice of a physician when determining when an injured player is ready to recommence training or competition.
- ◇ Keep up to date with the latest coaching practices and the principles of growth and development of children.

TEACHERS' CODE OF BEHAVIOUR

- ◇ Encourage children to develop basic skills in a variety of sports and discourage overspecialisation in one sport or one playing position.
- ◇ Create opportunities to teach appropriate sports behaviour as well as basic skills.
- ◇ Give priority to free play activities, skill learning and appropriate sports behaviour over highly structured competitions for primary school children.
- ◇ Prepare children for intra and inter school competition by instruction in basic sports skills.
- ◇ Make children aware of the positive benefits of participation in sporting activities.
- ◇ Keep up to date with the latest coaching practices and the principles of physical growth and development.
- ◇ Help children understand the differences between the junior competition they play and professional sport.
- ◇ Help children understand that playing by the rules is their responsibility.
- ◇ Give all children equal opportunities to participate.

OFFICIALS' CODE OF BEHAVIOUR

- ◇ Modify rules and regulations to match the skill levels and needs of children.
- ◇ Compliment and encourage all participants.
- ◇ Be consistent, objective and courteous when making decisions.
- ◇ Condemn unsporting behaviour and promote respect for all opponents.
- ◇ Emphasise the spirit of the game rather than errors.
- ◇ Encourage and promote rule changes which will make participation more enjoyable.
- ◇ Be a good sport yourself. Actions speak louder than words.
- ◇ Keep up to date with the latest trends in officiating and knowledge of growth and development of children.
- ◇ Remember, you set an example. Your behaviour and comments should be positive and supportive.

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Age requirements:

- ◇ According to the Junior Sports Policy, students from years 3 to 7 can participate in out of school hour's sport.

Ambulance:

- ◇ If a student is injured and the coach considers that the student's condition is sufficiently serious to warrant attendance by an ambulance, one must be called.
- ◇ Legal responsibility for paying ambulance service fees rests with the parents / guardians.
- ◇ A form (see appendix 1) is available to parents/ guardians, who are not members of the ambulance service and do not have any other form of insurance in relation to ambulance services, requesting payment of the account. The claim must also include the Principal's certificate and a copy of the ED155 – Accident/Injury report.

Attendance:

- ◇ Players must attend all training and the coach must be notified if a player will not be present.

Behaviour Management:

- ◇ Normal school discipline will apply at all sporting activities. It is vital students fully understand Players' Code and behaviour expectations are clearly outlined by coaches prior to play.
 - ◇ Strategies for managing poor behaviour: 1. A formal reminder 2. Sit out 3. Report to Principal or nominee
- Note:** If a coach or team manager believes the Code of Conduct has been contravened in any way, the matter should be reported to the Principal.

Consequences of Poor Behaviour: Reports by coaches, referees, or clubs will be investigated by the School Sport Co-ordinator. Poor behaviour may result in: suspension from play / practice. The number of weeks suspension will be determined by the School Sport Coordinator in consultation with the Principal and Convenor.

Convenor's Role (Is a Parent in charge of the club):

- ◇ Organise coaches, team managers, (if applicable), First Aid personnel.
- ◇ Liaise with relevant associations and clubs
- ◇ Balance and nominate respective teams.
- ◇ Notify players / parents of program and any changes to that program.
- ◇ Hand out sports information to students at beginning of season.
- ◇ Maintain and purchase of equipment / uniforms in consultation with Principal / nominee.
- ◇ Budgeting, issue and collection of uniforms / equipment, Follow up regarding outstanding fees

Coordinator's Role – School Sport (Is a Teacher):

- ◇ Liaise with Principal, SAPSASA Coordinator (s) and specific Sports Convenors.
- ◇ Co-ordinate Sport Committee meetings
- ◇ Oversee the formulation of the Sport budget.
- ◇ Promote the Code of Conduct by supporting convenors, coaches and parents in its implementation.
- ◇ Support convenors, coaches and parents in answering questions, supplying information and resolving concerns and disputes.
- ◇ Manage (in consultation with Principal, convenor, coaches and parents), behaviour issues and concerns reported to the school.

Communication: General comments about the games or future events will be made via the school newsletter.

Consent: All interested students must return a consent form (including a medical and health form) before the first practise.

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Equal Opportunity: Coaches will ensure that girls and boys have equal opportunities to participate in sport and provide equal opportunity for involvement.

Fees: The committee may set fees at the beginning of each year. Maximum yearly family registration and match fees will be set which each student will pay to their coach. Fees will be paid into the consolidated school account which will support the ongoing costs for the sport.

First Aid:

- ◇ First aid kits should be collected from the school office before the first game or first practise is held. Each team should have a kit, which is then the responsibility of the team coach. When the season concludes, kits should be returned to the first aid manager by Sport Convenor, for restocking.
- ◇ Coaches need to familiarise themselves with kit contents before the season starts.
- ◇ Coaches must order replacement items for kits as soon as possible after their use by phoning first aid manager. A first aid kit should be taken to all games and practices.
- ◇ Children with OPEN wounds should be removed from field of play AS SOON AS POSSIBLE. The wound should be cleansed and covered (gloves would be worn) BEFORE children may re-enter the game.
- ◇ All coaches and supervisors, including teachers and parents, should be encouraged to have a current First Aid certificate or at least a Basic Casualty Care Course certificate
- ◇ **NOTE:** The legal requirements of Occupational Health and Safety are that at least one person in attendance at the fixture must have a current First Aid certificate. In the case of an accident, the person in charge is responsible for notifying the parents and arranging appropriate treatment for the child. Training courses for parents will be advised as information arrives in the school.

Helmets : Where hard balls are used, helmets will be worn at practices and matches.

Health and Medical Forms:

- ◇ Parents / guardians of all students are to complete a medical and health form (see appendix 3).
- ◇ Coaches need to have this form with them at all training sessions and matches.

Insurance: The school does not insure students involved in Out of School Hours Sport. Parents / guardians are encouraged to insure their children and specially tailored insurance policies which offer 24 hour cover are available.

Medication: Parents / guardians are responsible for administering medication or need to negotiate directly with the coach if they wish their child to have the responsibility of administering their own medication.

Practice Sessions: If training commences after 3.30 pm, no children should be on school grounds unsupervised. Either parents supervise their children at school or home or children go to OSHC. If parents are later than 15 minutes to collect children and school has not been advised, children will automatically be placed in OSHC.

Prior to Season:

- ◇ Information package to go out to students at beginning of each year.
- ◇ To include: - School Sport Registration, Contact and Medical form - Code of Conduct - Match and practice times (when available) . Coaching times to be forwarded to the school, coaches and children.
- ◇ Names of coaches and first aid people submitted to the school (to be forwarded to School Council).

Registration: Students are required to pay a registration fee before the season commences. Parents / guardians need to notify the coach if they need an extension for payments.

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Selection Policy for SAPSASA District Trials:

- ◇ Team sports will be limited to children in their Year 6 & 7, while individual sports such as swimming, athletics and cross country may be open to students in other year levels.
- ◇ Students will be nominated by the school SAPSASA representative and / or Principal after consultation with the school coach and the convener of the sport. Where appropriate a pre-selection trial may be held.
- ◇ The school recognises the rights of parents of students, not identified by the above selection process, to NEGOTIATE attendance at district selection sessions with the district coach. The school reserves the right to express a view point to the district selection panel on the individual merits of each child.

Sports Safety:

All students must wear appropriate footwear and clothing. Coaches will teach students the safety skills and procedures for the sport. Equipment will be maintained by the respective sports clubs. Coaches will advise children not to use defective equipment.

Supervision: Adequate supervision is necessary to ensure the training sessions are as safe as possible.

Telephone: In case of an emergency, coaches must know where the nearest phone booth is or who has a mobile phone. The nearest phone booth to our school is on Military Road at the end of Jetty Street.

Transport:

Parents / guardians are responsible for organising transport to and from Saturday matches. Negotiations between parents to transport children other than their own are entirely parents' responsibility. Any coaches offering assistance in transporting students must be aware of the following requirements. A vehicle may only be used to carry student passengers if: - It is equipped with seat belts - It is registered and there is reason to believe that it is in safe mechanical condition - It is covered by a minimum third party property damage insurance policy - The driver has a full or provisional licence and there is reason to believe that he/she is safe and responsible behind the wheel. 'L' plate drivers must not carry students. Insurance certificates and driver's licence must be cited by the Principal at the beginning of each season. Before the journey commences the coach should take adequate steps to ensure that no student occupies a seat that is not fitted with a seat belt. The vehicle is not overloaded as this could impede the drive and also jeopardise insurance entitlements in the event of an accident.

Trophies: Should a sporting code decide to recognise children's participation, trophies shall be awarded to all children who complete a full season, and who have paid fees in full for the relevant sport, unless injury or extenuating circumstances arise.

Uniforms: Where uniforms are supplied by the school, they remain the property of the school.

Weather Policies: Determining whether or not conditions are suitable for practice is not easy and so the following policies are made to clarify the situation for parents, players and coaches.

- ◇ **HOT WEATHER:** If the forecast maximum temperature on the morning radio is 36° or over, all school based games (including SAPSASA Friday afternoon sport) and practices will be cancelled. (See Sun Smart Policy.) Whenever practicable, hats will be worn while outside.
- ◇ **WET WEATHER:** After hours sports practices will not be cancelled due to wet weather until the coach arrives, and makes that decision. Should it be raining or the conditions are dangerous, putting children at risk, practice will be cancelled and the children will remain with the coach until the end of the designated practice session. Parents are encouraged to pick children up if weather is poor.

Students from other schools participating in Grange Sporting Teams: Players for all sporting teams must attend Grange Primary School, unless the team is short of players and permission has been obtained from Grange Primary School Sports Administrator.