

# All Saints Catholic Primary School

# Out of School Hours

# Sport Policy



Developed by: Staff and School Board

**Note: All references to 'Staff members' include Administration Staff, Support Teachers, Teachers and Temporary Relieving Teachers.**

## Purpose

All Saints Catholic Primary School is a community which has a proud history of active involvement in sporting and physical activities. Participation in these activities is considered to be beneficial in developing the whole child.

**An opportunity for Out of School Hours Sports is actively promoted. We believe that there are many benefits and all students, regardless of ability, are encouraged to participate in sports and physical activities. The sports on offer can vary each season depending on the amount of interest there is at any given time.**

**Through participation the children can:**

- Develop physical and coordination skills
- Develop friendships
- Develop social skills by working as part of a team
- Develop self-confidence and self-motivation
- Develop a variety of sporting skills
- Learn about the importance of active lifestyles
- Learn how to handle success and failure and are encouraged to strive for their personal best.

## Policy

**It is the policy of All Saints Catholic Primary School that we:**

- Provide guidelines relating to the involvement and supervision of All Saints Catholic Primary School children when they are participating in out of school hours sport activities
- Assist coaches, supervisors and coordinators to understand and meet their duty of care obligations
- Clarify obligations and expectations of children, coaches, coordinators, parents/carers and friends during sporting activities
- Ensure the protection of the good name of the school along with the protection of all staff, children, coaches, coordinators, parents/carers and friends participating in these sporting activities.

# Supporting Document

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Sign: \_\_\_\_\_  
(Principal)

Date: June 2021

Sign: \_\_\_\_\_  
(Chairperson on behalf of School Board)

Date: June 2021

Date to be reviewed: June 2024

## Appendix 1

### Administration & Organisational Guidelines:

#### Volunteer Coaches

- After School Sport depends on Volunteer Coaches (Parents/Carers). **No Coach - No Team!** Every team nominated to compete **MUST** have a coach. We rely on the support of parents/carers or other family members for this task
- If a coach cannot be appointed to a team, then that team cannot be nominated for the competition
- All coaches must be registered volunteers and obtain a Catholic Police clearance before being able to carry out a coaching role

#### Parents/Carers

- When parents/carers complete nomination forms children are committed to a team for the duration of the season as withdrawal may jeopardise the viability of the whole team. Careful consideration and discussion with child/children must be carried out before submitting the form. No refund of fees is available for a change of mind
- Parents/carers must be prepared to assist in the running and overall organisation of games

#### Cancellation of Games

When the school is advised of the cancellation of games with sufficient notice prior to the event, children will be advised immediately by phone call or text message from the coach. On some occasions however, teams may arrive at the venue and then be informed that their opponent has forfeited. This situation rarely happens but is occasionally unavoidable.

#### Team Selection

It is the responsibility of the Sport Coordinator to organise teams. Every effort is made to ensure that all requests are met and children are placed with their class mates or friends. Once teams have been organised and coaches confirmed, the team list is firm. Any request for change must be submitted to the Sport Coordinator in writing, stating the reason for the request.

### Safety of Children – First Aid, Medical and Emergency Contact Information

In the event of an emergency, the coach will access the medical and emergency information provided by parents/carers at the beginning of the season. Parents/carers must ensure that any updates have been provided. Parent/Carers of children with specific, serious medical problems should consult with the school and the coach concerning the administration of first aid and medication.

NB. Children who are participating in formal school activities (training and/or matches at or away from the school) are covered by the School's Ambulance Cover.

#### Equipment

All equipment is provided by the School and paid for by annual set fees. The equipment remains the property of the school. If coaches require additional equipment, they must contact the Sport Coordinator.

#### Sports Top

Sports tops are loaned out by the school at the beginning of the season and are recorded through the library borrowing system. All tops must be cleaned and returned promptly at the end of the season. Failure to return the top will incur a \$50 replacement fee.

#### Police Clearance for Volunteers

All coaches, team managers and volunteers must be registered volunteers and obtain a police clearance appropriate for Catholic Schools. Coaches will also be required to undertake a relevant induction prior to commencing coaching, training or assisting teams. All relevant forms can be collected from the front office or by contacting the Sport Coordinator.

#### Season Fees

**Annual fees for Out of School Hours Sport are set to ensure that the costs involved, including registration, referee fees and trophies, are fully covered.** Fees are invoiced to parents/carers school account. These fees may need to be increased from time to time at the beginning of the season in order to cover all costs. Any families experiencing hardship regarding payment of fees can contact the school, so that arrangements can be made.

## Custody Orders

Parents/Carers are to advise the Sports Coordinator and Coach of any relevant Custody Orders/Access Arrangements in place regarding your child/children.

## Responsibilities

### Principal

- The Principal is ultimately responsible for all teams and matters relating to school sport.

### Sport Coordinator

#### Organise nomination & registration forms to be distributed to children prior to season

- Allocate Coaches and children to teams, within their appropriate age groups, ensuring coaches comply with volunteer requirements and codes of conduct
- Liaise with the Finance Manager regarding billing fees to children's school accounts
- Create coaches induction and ensure that all coaches complete it prior to beginning of the season
- Set up and support the My Football Club registrations
- Ensure all players are registered with My Football Club within given time frames
- At the beginning of the season, distribute fixtures to all players
- Support all coaches in their role throughout the season by being available to answer queries via email, phone and in person
- Order and supply equipment and strips at the beginning of each season and distribute to all players. Maintain supplies as necessary and ensure the return of equipment at the end of the season
- Coordinate end of season presentation including purchasing trophies for participants
- Advise necessary teams of Cup & League rounds throughout the season and NDJSA presentation (if applicable)
- Liaise with parents, leadership delegate and staff throughout the season
- Ensure the soccer shed and pitches are well maintained and report any maintenance to groundsman.

### Volunteer Soccer Delegate (NDJSA) – Soccer Only

- Liaise with the NDJSA and its board members
- Attend all soccer meetings held at the NDJSA once a month
- Support Sport Coordinator as required
- Attend ALL home games to set up the grounds and oversee the games, grounds and coaches.

### Volunteer Coaches

#### It is the responsibility of coaches to ensure that:

- All participants wear the correct protective clothing and equipment appropriate for each sport – for training and on game days. No equipment – no play
- Appropriate footwear is worn at all times for training sessions and games
- Current sporting regulations are observed with regard to the wearing of glasses during training and games
- Prevailing weather conditions are considered regarding all training sessions
- Training is cancelled if the temperature is forecasted to be 32 degrees or over at Noarlunga on the previous night's channel 9 six o'clock news
- They notify Parents/Carers of any changes to normal training times
- The current medical information (and medication if appropriate) IS ON HAND during training and games
- The first aid kit provided to each team coach is readily available at training sessions and games. This kit will be updated at the beginning of every season and replenished as required. Requests for replacement items, such ice packs, must go through the Sports Coordinator
- If a child is seriously injured at training sessions or games, appropriate medical attention is sought including the calling of an ambulance on 000 where applicable and the Sport Coordinator is notified. You may be asked to complete an incident report so key information should be documented at the time of the incident
- The duration and intensity of training suits the needs and maturity of the children.

## **Parents/Carers**

### **It is the responsibility of parents/carer to ensure that:**

- They are responsible for the SUPERVISION of their own children at ALL training sessions and games
- If they are unable to attend training sessions or games they must nominate a parent/carer to be responsible for the supervision of their child/children. This also includes children who are at Out of School Hours Care
- They obtain a sports program at the beginning of the season and are responsible for ensuring they have up to date information
- They are actively involved in their child's sport by supporting coaches and assisting with the scoring, timing and/or setting up/packing up of equipment
- Children's clothing be appropriate for varying weather conditions at training sessions and games
- When hair could create a hazard it must be tied back appropriately
- Fingernails are cut short prior to training or game day
- Accessories such as bracelets, necklaces, watches, rings and/or ear-rings are not worn during training or matches
- They have a drink bottle at training sessions and games
- Details of any medical condition which might influence a child's participation are provided to the school prior to involvement. This should be recorded on the medical consent form
- Medication is with their child at training sessions and games e.g. asthma puffers
- All cuts and sores on exposed parts of the body are adequately covered with a non-absorbent adhesive plaster
- All children are required to attend all training sessions and games, unless there is a sound reason for not doing so
- They notify coaches or managers by phone, email or text message if their child cannot attend training sessions or matches
- They help their children to understand the importance of commitment to the team and coach for the whole season

## **Code of Behaviour**

### **Players (Children)**

- Be a good sport
- Play for enjoyment
- Respect officials and coaches decisions
- Play by the rules

### **Code of Behaviour for Coaches**

- Play all team members based upon their efforts not ability
- Encourage all players to do their best. Praise everyone's efforts
- Be reasonable in your demands on young players' time, energy and enthusiasm
- Teach your players that rules of the sport are mutual agreements, which no one should evade or break
- Develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches

### **Code of Behaviour for Parents/Carers and Spectators**

- Be responsible at all training sessions and games for the supervision of your child and ensure that all rules are followed and out of bounds areas are not accessed
- Focus upon the child's efforts and performances rather than the overall outcome of the event. This assists the child in setting realistic goals related to his or her ability by reducing the emphasis on winning
- Encourage children to always respect and play according to the rules of the game
- Remember children are involved in organised sport for their enjoyment, not yours
- Remember that children learn best from example. Encouragement should be given to players in all teams
- Recognise the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your children and they deserve your respect and your support