

# After School Sports Policy and Procedures

Respect, Creativity, Excellence, Resilience

1. All students have the right to participate in the after-school sporting program provided through, or facilitated by the school.
2. Developmentally appropriate sports activities will be made available depending on the availability of appropriate coaches and facilities.
3. After school sporting activities are overseen by the Physical Education teacher and SSO2 Office staff.
4. All students, parents, volunteers, coaches and staff at Thorndon Park Primary School who are associated with after school sports must support the policy and sign an After School Sports Team Expectations and Agreement upon registration.
5. Health, safety and child protection procedures must be followed at all times relating to:
  - a. facilities and equipment
  - b. coaches, managers, supervisors and umpires
  - c. first aid and emergency producers
  - d. guidelines for behaviour at practices and matches
  - e. a current Health Care Plan needs to accompany relevant students at practice and at games.
6. It is a legal requirement that coaches, managers, supervisors and umpires must have a Working with Children Check (WWCC), complete a Volunteer Training that includes Responding to Abuse and Neglect and attend a site induction session.
7. Payment for each sport must be made at the time of registration. The After Schools Sports program has a 'no pay - no play' policy and no refunds are available for students who change their mind. Assistance for families experiencing financial difficulty is available through the school's Social Justice budget.
8. Students must wear appropriate protective equipment during training and games for all sports described in the After School Sports Procedure.
9. All students are expected to attend training each week.
10. Team selection will be made by the After School Sports Coach in collaboration with the PE teacher according to the After School Sports Procedure.

## **School and Community Links**

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

### **1. THE ROLE OF THE SPORTS/AFTER SCHOOL WORKING PARTY**

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

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

- Oversee the After School sports program
- Identify sports for which TPPS 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 trophies 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 any complaints or issues arising involving the behaviour of TPPS players, coaches, managers spectators or parents
- Inform Governing Council about the After School 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 Working Party may be requested from time to time.

## **2. MEMBERSHIP OF THE AFTER SCHOOL SPORTS WORKING PARTY**

The SC will consist of:

- A member of the Leadership team and or After School Sports SSO
- At least one member of the Governing Council
- The P.E. teacher and members of the School Sports Working Party
- Any other parents or interested members of the school community

## **3. DECISION MAKING PROCESS OF THE SPORTS WORKING PARTY**

The Sports Working Party is a self-directed body which manages itself on behalf of the Governing Council.

The Sports Working Party meets as required.

The Sports Working Party reports information and decisions to the Governing Council.

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

## **4. REPORTING PROCESSES OF THE AFTER SCHOOL AND SPORTS COMMITTEE**

Reporting processes will be undertaken as follows:

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

## **5. THE ROLE OF THE AFTER SCHOOL SPORTS CO-ORDINATOR/S**

- Distribution of information in relation to out of school hours sports to staff, students and families through school website, newsletters and at Assembly
- Selection of students into teams
- Nomination of teams, including the organisation of team registration fees
- Appointment of coaches
- Ensuring that all coaches and parent/carer helpers provide evidence of WWCC, TPPS volunteer training (RAN) and 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, 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. Major expenses, such as uniforms, will be discussed with the Sports Working Party prior to purchase
- 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

- Address work, health and safety issues including individual sport requirements relating to protective equipment and extreme weather
- Collate a data base of contact details of students, parents and coaches
- Assisting with the Sports Presentation at the end of each season and thank-you to volunteers
- GC representative prepares a report for the School Annual Report by the end of Term 4.

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

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

The After School Sports Expectations and Agreement will be included with registration forms. (Refer Appendix A).

Medical and emergency contact details are available at all practices and games. Students who have not returned signed forms may not be eligible to play matches.

At the end of each playing season, the forms should be returned to the After School Sports SSO.

## **7. TEAM COACHES**

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

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

TPPS 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 PE/ Sports Coordinator to organise rosters e.g. parent supervision at after-hours practice and scoring duties.

Provide an update of team performance or any problems to the PE teacher/ Sports Coordinator SSO who in turn will discuss further with teaching staff and or leadership.

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

The PE teacher and Sports Coordinator SSO are responsible for the provision, and each coach 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 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.

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 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 PE teacher, Sports Coordinator SSO, teaching staff and leadership will be informed of any accident.

## **9. INSURANCE**

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

## **10. REGISTRATION OF PLAYERS**

All students intending to play sport for TPPS 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. Completion of the registration form will require:

- Parental consent for the sporting activity.
- Parental contact numbers and emergency 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 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 Thorndon Park Primary 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.

## **11. SPORTS FEES**

All children nominated for a sport are expected to pay fees when submitting the nomination form prior to the commencement of the season. Failure to pay the fees will result in the student not able to participate and play.

Fees are to be approved by the Sports Working Party 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.

TPPS 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.

## **12. 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 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 PE teacher or Sports Coordinator SSO
- 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 PE teacher or After School Sports Coordinator SSO will allocate required equipment, including First Aid and uniforms, to coaches
- 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 PE teacher.

### **13. PROTECTIVE EQUIPMENT**

Coaches 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 for junior and senior cricket teams.
- AFL Football – mouthguards are compulsory
- Hockey - mouthguards are compulsory
- Netball – mouthguards recommended.

### **14. CANCELLATION PROCEDURES**

- Standard procedure for cancellation of practice due to wet weather, waterlogged grounds or for any other reason is that the PE teacher or coach 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” – refer to TPPS Extreme Hot and Wet Weather Procedure
- 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 Extreme Hot and Wet Weather Procedure.

### **15. 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 or PE teacher if their child is unable to attend training.
- Training times will be set by the PE teacher 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.

### **16. USE OF SCHOOL FACILITIES**

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

- OSHC occupies the Gym from 7.00-8.30am and from 3.10pm to 6.00pm 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.

### **17. TEAM SELECTION PROCEDURE**

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

The process should involve consultation with the PE teacher and After School Sports SSO and teachers and then the coaches involved. The process used should be made explicit to parents before teams are selected.

Selection criteria include:

- Friendship groups

- Experience
- Availability of coaches
- Consultation with After School Sports SSO, coach, parent and player
- Fair and equal rotation system for all players regardless of ability

If insufficient numbers of TPPS 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 TPPS to join a sporting team, they will be allowed to do so if they are not taking the position of a TPPS student.

Due dates for registration should be adhered to and it is at that time that the PE and After School Sports SSO 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.

## **18. PARTICIPATION AWARDS**

All students who participate in skills session or team sports will be acknowledged at the end of the season by a sports presentation where medals or trophies may be presented.

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

TPPS encourages all students to participate in TPPS sports and works in collaboration with sporting associations and local sporting bodies.

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

The After School Sport Working Party 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 Working Party requests that this process be followed. The process is structured to support parents to resolve concerns within TPPS 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 Principal and or PE teacher.

### **Step 3.**

Meet with the PE teacher or Principal. 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.

### **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.



Government of South Australia  
Department for Education

### TPPS 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 become confident, creative and active, global citizens of the future.

#### 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.

#### CREATIVITY

- Players will attend regular practice sessions and games and play to the best of their ability.
- Coaches will teach a range of varied and engaging skills and how to play by the rules.
- Parents/Spectators will promote student participation and ongoing commitment to the training and games.

#### EXCELLENCE

- Players will listen to instructions, follow game rules and co-operate with team, coach and game officials and perform to the best of their ability.
- Coaches will liaise with players, parents, After School Sports SSO and PE teacher.
- Parents/Spectators will demonstrate appropriate code of conduct and applaud good performance and efforts from all individuals and teams.

#### 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 and Leadership and negotiate appropriate consequences and development of personal goals.

#### I understand and agree to abide by these expectations:

Coach's Name.....Signature .....

Student's Name .....Year level .....

Signature.....

Parent's Name..... Signature.....