



Respect

Responsibility

Creativity

Resilience

## SPORTS POLICY

### DOCUMENT CONTROL

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<b>Approved By:</b> Principal Governing Council	<b>Principal:</b> Andrew Dowling	<b>Governing Council Chairperson:</b> David Lister
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<b>Next Review:</b> 24 Months	<b>Policy Scope:</b> School Specific	<b>Date Approved:</b>
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## STATEMENT

School sport is an opportunity for children to participate in physical activities to develop skills, self-esteem, fun, fitness and friendships.

There are many sporting opportunities for participation and involvement at Eden Hills Primary School. Many of those opportunities occur outside of school lessons and rely on adult volunteers from the school community to coach, manage and support teams. Without the commitment of volunteers our children would not be able to participate in sports outside of school hours.

This policy outlines the opportunities, responsibilities and commitment required by players, parents, organisers and spectators. It is a condition that all children and adults agree to abide by this policy when participating and assisting school sports.

The school supports the philosophy of the National Junior Sports Policy and the Guidelines for the Development of Junior Sport in South Australia.

## OBJECTIVES

The key objectives for After School Sport are:

- Provide opportunities for all children (who qualify by age) to participate in sport regardless of ability.
- Provide suitable programs for the teaching of skills and preparation for competition.
- Provide for all children a safe, healthy and friendly sporting environment that encourages a sense of personal achievement, identity and satisfaction.
- Provide for all children a sporting environment that encourages enjoyment, the development of self-esteem and confidence.
- Provide the opportunity for all children to become aware of and to understand the meaning of fair play.
- Encourage co-operation through the development of team skills.
- Provide opportunities for children with special needs.

## SPORTS COMMITTEE

The Sports Committee is **non mandated** sub-committee of the Governing Council, that when established, updates the council on matters related to school sport:

Sports Committee Membership **may** comprise:

- Governing Council Representative
- School Sports Coordinator
- Physical Education Teacher
- Parent Coordinator / Representative of each sport

# ROLES

## Sports Committee

- Oversee the range of sports offered.
- Review and monitor registration procedures.
- Set the fee structure for all sports and endorse all fee levels.
- Make clear agreements for fundraising and sponsorships.
- Oversee the management and coaching of all teams, equipment, uniforms, budgets, sponsorship, fundraising and the general management of After School Sports.

## Sports Coordinator

- Be familiar with the School Sports Policy.
- Maintain close communication with the team managers and coaches.
- Collate registrations and provide to sports convenors.
- Coordinate the calendar of sporting information which is distributed to the school community.
- Promote sports through newsletter and communication platforms.
- Manage the training schedules and associated timetables.
- Manage the sports budgets and risk management planning through the implementation of the sports policy, behaviour agreements and procedures.
- Coordinate the distribution of keys to convenors applicable to the schools key register procedures.
- Stocking of sporting and first aid equipment for upcoming / end of sport seasons.
- In consultation with the sports committee organise the purchasing of new equipment / uniforms via the school business manager.
- Attend schools sports meetings as determined by the sports committee.
- Establish fees schedule for individual sports in consultation with the sports committee.
- Liaise with the schools volunteer coordinator (SSO) on updated history screening, training and induction of coaches, team managers and other school sports volunteers to ensure compliance.
- Liaise with the school physical education teacher in regard to SAPSASA and equipment.
- Liaise with the site leadership team on all matters of After School Sports when required.

## Coaches and Team Managers

- All coaches/team managers must comply with all policy directives. Failure to comply may mean they will be disqualified from that commitment.
- Children must be supervised at all times whilst at practices and matches.

- Participants should be rotated through all positions and share equal playing time wherever possible.
- The coach to have final say in who plays in their team on match day.
- Children and their parents must be notified of dress code, weather policy, contact phone numbers for coach/team manager, practice and match times and the expected arrival and finish times at these events.
- Make a personal commitment to keep yourself informed of sound coaching principles and the principles of the growth and development of children.
- Make an inspection of the playing area and equipment.
- Provide code of behaviour information to parents and encourage them to follow it.
- Contact details, including any known medical conditions, will be on hand at practices and matches.
- Provide quality training experiences for children to maximise participation and skill development.
- If practices are programmed later than the school dismissal then children must be instructed to go home and return at the required time.
- Upon the completion of practice and or games, children must not be left unsupervised at school grounds or game/training venues.
- In unsuitable weather the practices may be cancelled at the coaches' discretion.
- Any player who is bleeding must be substituted from the game until all bleeding is stopped and covered. A player will be excluded if blood is on the clothes. Ensure that appropriate safety precautions are taken.
- Children to be required to use all safety and protective equipment. Remember that children participate for fun and enjoyment and that winning is only a part of their motivation. Never ridicule or yell at the children for making what you consider to be a mistake or for losing a game/competition.
- Avoid the use of offensive and/or derogatory language. Remember that children need a coach they can respect.
- Be fair and reasonable in your demands on participant's time, energy and enthusiasm.
- Guard against placing the children at unnecessary risk (e.g. Ensuring that appropriate safety equipment is worn, not placing children in dangerous fielding positions, not letting children undertake exercises which could be harmful, "slip, slap, slop" weather conditions - hot/cold, humid.
- Take into consideration the physical, social and emotional development level of participants when scheduling and determining the length of practice times and competition.
- Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches.
- Follow the advice of a physician when an injured player is ready to re-commence training or competition involvement.

## **REGISTRATIONS AND PARTICIPATION**

### **Online Registration**

All registrations are done online. While the online registration forms are accessible all the time some Term 1 sports will need registrations completed at the end of Term 4, year prior to the beginning of their season. Other sports will register before their season starts. Email and Schoolzine notifications will be sent to inform families of sports requiring registration.

## **Age Requirements**

It is important that individual sporting rules and conditions are followed in accordance to the regulating body of that sport. Generally it is accepted that children will not be permitted to commence competitive sport until the year that the child turns 8 years old.

All children will participate in their year or age group. Promotion to a higher age may be acceptable if there are insufficient numbers present in the older age group. A younger player who has been assessed as being able to compete at a higher level, may do so providing all relevant parties are in agreement with this decision. Agreement must be sought and given by the child's legal guardian when playing at a higher level. A child should not be played at a higher level in circumstances where the lower level team is left short of players.

Our, Come 'N' Try program is non-competitive and is therefore open to children younger than 8 years of age to participate.

## **Outside Registrations**

Children not attending Eden Hills Primary School should only be allowed to register for a team if there are insufficient numbers to form a team. Once registered, children are treated equally throughout the sports season.

## **Local Associations and School Participation**

The school encourages children to participate in Local Associations (Clubs) and does not preclude children from playing for such associations. It aims to set up sporting associations in cooperation rather than in competition to local bodies.

## **Equal Opportunities**

- Where we cannot form teams due to insufficient numbers, schools nearby may be approached to field composite teams.
- Participation in games must be encouraged. To achieve this it will be necessary to rotate all members of the team (including better, more skilled players).
- In sports teams where players need to be loaned to an opposition team this should be done on a rotational basis.

## **Equal Ability Teams**

Where the school enters two teams in the same age group / year level competition every effort should be made to ensure the teams are of equal ability. In exceptional circumstances the Sports coordinator may make changes to teams after the season has commenced in negotiation with the sports convenors and school leadership team.

# SAFETY, FIRST AID & INJURY PROCEDURE

## Duty of Care

All parents who become involved with any sport in an official role have a 'Duty of Care' to discharge. The nature of this Duty of Care includes any action taken for the proper care of the child while engaged in sporting activities.

- Never leave any child alone at the end of a match/training session while they wait for the arrival of their parent/carer.
- No child is allowed to leave any sporting venue unless accompanied by their parent/carer unless prior arrangements have been made.
- Parents should be notified in writing of all times and places of training and competition.
- All coaches/managers are covered by Vicarious Liability if they have discharged properly their Duty of Care.
- Each sports coordinator is responsible for the provision and each manager for the upkeep of First Aid Kits, which must be on hand for all practices and games/matches.
- Managers to report to appropriate Sports Administrator when first aid kits need replenishing.
- All coaches and supervisors, including parents and teachers, should be encouraged to have a current First Aid Certificate.
- 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.
- Minor first aid can be administered. For serious cases call the ambulance who will assess the condition of the child. Contact the parents.
- An Incident Report Form (located in Co-coordinator's Folder) must be filled out by the coach and returned to the Sports Administrator if the injury results in medical assistance being required.
- The Sports Administrator and School Leadership Team must be informed of any accident.
- Training will be cancelled if there is unreasonable safety risk (e.g. Weather)
- Coaches and managers will be advised by parents of any child with specific medical condition (e.g. Asthma, Diabetes) on an authorized school medical form. Medication is the student's responsibility to bring to training / games
- No child will participate in any sport until the manager is in receipt of a Medical Form appropriately completed and signed by parent/guardian.
- Coaches should encourage the use of sunscreen and hats according to the school policy.
- Coaches and managers are responsible for ensuring that all sports equipment is safe and that children wear appropriate protective equipment.
- Parents should check with the appropriate sports coordinator regarding the necessity of mouth guards for specific sports. If required it is recommended that parents discuss this with their family dentist or the School Dental Service.
- All coaches and supervisors, including parents must adhere to the sporting venue's COVID regulations and guidelines when applicable.

## Protective Equipment for After School Sports

Soccer	Shin-guards compulsory, mouth guards strongly recommended.
Cricket	Helmets and protectors compulsory (helmets are provided by school).
Football	Mouth guards for all players compulsory.
Basketball	Mouth guards recommended.
T-Ball / Baseball	Helmets and Gloves compulsory

## GRIEVANCE PROCEDURE

Students/parents must be able to seek support from someone they feel comfortable with, such as: coach/team manager, official, parents, other adults, teacher, sports convenor or Site Leadership team

should an issue arise. Confidentiality is vitally important. Ensure the person you talk to is able to keep it to themselves. Small conflicts are easier to resolve than big ones and the less people involved and offering opinions the easier you will find it is to stay in control of your grievance and the solution for which you are aiming.

Procedure:

**Option 1:** Approach the other person and express your grievance. Both parties work together and successfully resolve the problem.

**Option 2:** Express your concern personally or by letter to the committee of the sport concerned. They will treat your concern confidentially, define the problem, decide on a response in keeping with the policy and report the outcomes to you as soon as practicable.

**Option 3:** Letter to the School Sports Committee - as above

**Option 4:** Approach the School Leadership Team.

## CANCELLATION PROCESS

We will endeavour at all times to ensure training occurs, however there may be times when this is unfeasible.

- In the event of hot weather (forecast for the day 36 degrees or over as per Bureau of Meteorology website for Adelaide <http://www.bom.gov.au/index.php>) at 7:00am training will be cancelled. This is in-line with the School's Inclement Weather Policy. The coach has the right to cancel training at a lower temperature if they feel the conditions will impact on their physical wellbeing.
- Saturday morning outdoor sports starting later than 10am will be cancelled if the forecast temperature is 38 degrees or over for Saturday as per Bureau of Meteorology website for Adelaide at 6pm on Friday.
- If the weather during training times is excessively wet/windy/unsafe, teams shall move to a sheltered area if available where the coach will supervise them until they are collected at the usual time of training ending.
- No outdoor activity is to occur with lightning in the vicinity.
- The coach has the right to call off or cancel a game based on weather conditions if there are concerns for the participant's wellbeing.

## UNIFORMS AND EQUIPMENT

- Children may be issued with uniforms for the duration of the season and parents will be expected to launder them (unless other arrangements are made within the individual sport) and keep them in good condition.
- Those not issued with uniforms are expected to wear the red and blue school uniform or sports top.
- Uniforms should not be altered in any way.
- Coaches/managers should collect uniforms and equipment at the completion of the season and inform the sports coordinator of any non-returns or damage.
- All damaged or lost uniforms and equipment to be reported immediately to sports coordinator and not wait until the end of season.
- Parents will be invoiced for damaged (where it was not in the act of playing or training) and/or lost uniforms and equipment.
- Some uniforms will incur a hire fee which will be itemised on the invoice.
- Individual protective equipment is compulsory and is the responsibility of the parent.
- Team equipment is the responsibility of the team manager.
- An inventory of all kits and equipment should be undertaken at the end of each season.

# SAPSASA

Whilst SAPSASA often occurs during the school day, it still forms part of this policy.

## Selection Policy for SAPSASA

- Age requirements for each sport (individual or team) must be met in accordance to SAPSASA guidelines.
- Students must demonstrate the ability to follow rules, be organised and adhere to the Sporting Codes of Conduct. They must also be available for selection processes or will be unable to be selected. Student behaviour should reflect school values. (Failure to do so will lead to non-selection).
- Students should attend all scheduled trainings where possible leading up to a carnival.
- Selected students must have the principal's endorsement to compete.

## SAPSASA Transport / Supervision

- All people and vehicles carrying children to and from sporting events in school hours must be covered with an appropriate comprehensive insurance policy, have completed a transport form, require a Working with Children clearance and RRHAN-EC Training Certificate.
- Only suitably qualified people should be permitted to drive. This excludes those with L or P plates.
- All vehicles being used must have seatbelts with the driver ensuring that they are worn.
- Consent forms must be signed by parent / guardian prior to the SAPSASA Event.
- When numbers are large a bus may be booked and parents charged.

## MEDICAL AND CONSENT INFORMATION FORM

- A Medical and Consent information form **MUST** be completed for each child participating in any sporting activity prior to the commencement of the season.
- These forms must be kept in an accessible place during practice and match times. E.g. Coach's folder.
- If a child has a particular health care plan in place this must be submitted to the coach. Coaches, however, are not medical staff and it is the parents' responsibility to administer any medication as required during a practice session or match.
- If there is a medical concern surrounding a particular participant then a parent/caregivers presence is required and this is non-negotiable.
- Parent contact information **MUST** be provided to the coaches including emergency contacts.

## 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 any injury. Parents should check the terms and conditions of separate sporting organisations such as the Southern Districts Junior Soccer Association for any insurance cover associated with the registration and fee structure.

Coaches, managers and other volunteers are afforded a limited cover under the Department for Education Volunteer Policy.

The sports coordinator should be provided with an up to date list of coaches, managers and volunteers.

In the event an injury occurs the school must be notified of the details and name of witnesses immediately (at the very latest the next school day).



All teams are to be provided with a first aid kit to assist in the event of basic casualty care. The kit should be available at all trainings and matches and monitored for any shortages. The sports coordinator must be contacted to restock the kit.

## **SPORTS FEES**

- To be set by the Sports Sub-Committee.
- As out of school hours sport is a voluntary activity the fee set by the committee must be paid by the commencement of the first round for the student to participate. Parents of non-financial players are reminded of payment obligations after Round 1 by the coordinator.
- Fees must be set at a level to ensure the group's continued financial viability but not to be exclusionary.
- All Sports Coordinators, Managers and Coaches (including game day or practice only coaches) who perform these duties regularly, will not be required to pay the Eden Hills PS Sports Levy Fee for their child/ren for that sport.
- Those students participating in Come 'N' Try Sports will not be charged the Sports Levy.
- All players are provided invoices and payment options. Payments can be made via Qkr, bpoint, on the school web site or cash. All players are required to pay the full amount within 14 days of invoice. Non-payment may result in your child not being able to participate in your chosen sport.
- Please be aware that these fee costs may vary from season to season and are determined by the Sports Committee.
- Increases will occur when registration, equipment and resourcing requirements increases. School financial resources must be spent on curriculum based needs (during school hours) only. School funds cannot be used to fund out of school sports. All out of school sports have to be self-funded. However, the staffing of the sports coordinator may be allocated from school resource funding as this role will also incorporate SAPSASA responsibilities and management.

## **CODES OF CONDUCT**

Codes of conduct are set in place to ensure that the sporting experience is safe, inclusive, supportive and enjoyable for everyone involved.

### **COACHES CODE OF CONDUCT**

*'As a coach you will....'*

- Complete and satisfy the Eden Hills Primary School Volunteer Application Process before starting as coach.
- Abide by the sport specific, association and venues code of conducts and regulations.
- Follow all relevant policies and procedures including but not limited to the Inclement Weather Policy, Sports Policy and association policy for the sport you are coaching.
- Remember that young people participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of the sport and teach the players to do the same.

- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Give all players fair attention and opportunity.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, parents and spectators and will encourage players to do the same.
- Show concern and caution towards sick and injured players. Where needed, you will follow medical advice when determining whether an injured player is ready to recommence training or competition.
- Attempt to obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.'

### **Coach's Duty of Care**

- The Coach is responsible for the safety of children during practices and games/matches. By law, he/she is responsible to take 'all reasonable care'.
- After matches; coaches, managers or supervising parents are to remain with waiting children until collected by a parent or carer.
- Ensure that you have immediate access to every child's contact details and medical information at training and games.
- If the parent or carer has not arrived to collect their child and cannot be reached, contact the emergency contact.
- **After reasonable time if the child has not been collected please contact police.** In this instance please notify the Sports Coordinator and School Leadership Team.

### **PARENTS CODE OF CONDUCT**

Parents must be in attendance at all times for practices and games unless previously negotiated with the coach. Where agreement has been made, parents must ensure their child is collected at the agreed time.

Parents must administer any medication required to their own child as part of any students Medical Health Care Plan.

*'As a parent you will....'*

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, and won't force them.
- Focus on your child's efforts and performance rather than whether they win or lose.
- Encourage children to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example; and appreciate good performance and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.

- Show appreciation for volunteer coaches, officials and administrators because without them your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Abide by the sport specific, association and venues code of conducts and regulations.

### **Consequences for Parents & Spectators**

- The coach or team manager to informally remind Parent or Spectator of Code of Behaviour.
- In instances of repeated unacceptable behaviour, coaches or team managers must report these to the School Leadership Team where a decision will be made as to what action will be taken.

## **PLAYER'S CODE OF CONDUCT**

*'As a player you will....*

- Play by the rules.
- Abide by the sport specific, association and venues code of conducts and regulations.
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Be a good sport. Appreciate and endeavour to applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you
- Participate for your own enjoyment and benefit, not just to please your parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Remember that the goals of the game are to have fun, improve your skills and feel good.
- Adhere to the current Sun smart policy.
- Show appreciation for volunteer coaches, officials and administrators.
- Attend training where possible. If unable, please discuss this with your coach.

### **Consequences for Players**

- No uniform or appropriate protective gear - no play.
- Coaches are expected to remove players for unacceptable behaviours.
- Consequences of non-attendance at training will be at the coaches' discretion.
- Major behaviour issues will result in immediate action. Please refer any issues to the School Leadership Team or Sports Coordinator. Action may include suspension from the team or sport for a period of time.

## DEFINITIONS AND ABBREVIATIONS

TERM	
<b>Parent</b>	The legal guardian or carer of the child.
<b>School Leadership Team</b>	Principal or Deputy Principal and in the matters of finance the Business Manager
<b>SAPSASA</b>	South Australian Primary School Amateur Sports Association
<b>Sports Coordinator</b>	Person appointed to the position of coordinator. May be a paid position such as SSO or Governing Council employee

### References

ISBN 0 642 201862 National Junior Sports Policy – A Framework for Developing Junior Sport in Australia

SA School Sport - <https://www.education.sa.gov.au/teaching/sport>

School Sport Australia - <http://www.schoolsportaustralia.edu.au/>

Endorsed by:

Andrew Dowling  
**Principal**

David Lister  
**Governing Council Chairperson**

Date Approved:        /        / 2023