



OUT OF HOURS SCHOOL SPORTS POLICY

This policy provides the context within which Out of Hours School Sport is conducted



1. PURPOSE

Brighton Primary School and Centre for Deaf Education seeks to maximise opportunities for regular participation in activities for the physical wellbeing of students and to encourage their participation in regular, age appropriate, sporting competition to enhance their development through practice, teamwork and leadership.

The Role and Requirements of Out of Hours Sport

The school supports Out of School Hours sporting activities to assist in achieving the above objective. We hope that for students, being part of a school sporting team will:

- assist them in maintaining physical fitness and gaining a healthy attitude towards an active way of life
- provide them with the opportunity to increase their levels of performance of skills learned
- instil a sense of commitment – to the team, to practice and to the coach
- encourage the demonstration of good leadership and fair play
- generate an appreciation of the benefits of practice
- reinforce the virtues of teamwork.

The Out of Hours Sports Program offers opportunities for students to try new sports, play sport with friends and develop new friendships. The Out of Hours Sports Program relies heavily on parents/caregivers to coach, train and manage teams and in certain circumstances officiate activities and the equitable sharing of these small burdens can be the hallmark of a successful student sports experience. We therefore target maximum parental participation and require the nomination of both a coach and team manager before a sporting team can take the field.

2. MANAGEMENT OF SCHOOL SPORT

Sports Committee

The Sports Committee oversees the general management of the out of hours sports program and reports directly to the Governing Council. Its members include the Principal/delegate, the After Hours Sports Coordinator, representatives of the Governing Council (with convenor elected from Council) and interested members of staff and the school community.

The role of the committee includes the following:

- to monitor in conjunction with the representatives from each sporting body, compliance with the codes of behaviour for coaches, managers, officials/administrators and players
- advocate and promote out of hours school sports programs including the need for uniforms and equipment to be bought by the school
- helping staff to source volunteers and other assistance for sporting events
- actively work to source and apply for both internal and external grant opportunities as directed by the Sports Coordinator.



Roles & Responsibilities

Principal - To investigate in conjunction with the representative(s) from the relevant sporting body(s) and the Sports Coordinator, complaints arising involving the behaviour of players, coaches, managers, parents or spectators.

Sports Coordinator – to be responsible for:

- nominating of out of hours school teams, including the organisation & payment of registration fees
- liaising between the sports committee, coaches and the sporting bodies responsible for establishing the specific out of hours sports competitions
- appointing students to out of hours sporting teams
- the appointment of coaches and team managers
- distributing program draws
- allocating of all equipment kits, first aid kits and uniforms to individual teams via team managers
- being the primary contact for each organisation to contact for game cancellation/forfeiture etc and to relay this information to team managers of the relevant team.

Parents/Caregivers– to be responsible for:

- To understand and adhere to the School Sports Policy;
- To act as coaches, team managers and where required, trainers and managers of school sports teams;

3. SPORTING CODES OF CONDUCT

At Brighton Primary School and Centre for Deaf Education the school values the guide the sporting code of conduct and we endorse the Player's, Parent's/Spectator's and Coach's Codes of Behaviour as outlined below.

Players' Code

- Demonstrate the school values of Respect, Empathy, Inclusion and Excellence
- Play by the rules.
- Treat all participants in your sport as you like to be treated.
- Treat an official with respect. If you disagree, speak to your coach or team manager.
- Manage your big feelings safely.
- Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.
- Be a good sport. Appreciate good behaviours and skilful plays by all participants.
- Cooperate with and show appreciation for your coach, team manager, parents, team-mates and opponents.
- Wear the required protective gear and sunscreen as required.

Consequences for Players not observing the Code

- No uniform or appropriate protective gear – no play.
- Coaches are instructed to remove players for unacceptable behaviour and the consequences following non-attendance at training are at the coach's discretion.
- Major behaviour issues will be reported to the school Principal for investigation.



Parents'/Caregivers' and Spectators' Code

- Parents or their delegate need to be in attendance at their child's games and training.
- Make a contribution to the program. There are always jobs to do such as coach, manager, training assistant, team photographer. Your contribution lightens the total burden for everyone and will make your child's sporting experience more fun; and
- Show appreciation for volunteer coaches, officials and administrators. Without them your child could not participate.
- Remember that children participate in 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 and losing. Encourage children always 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. Appreciate good behaviours 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.
- Respect the rights, dignity and worth of every participant regardless of their gender, ability cultural background or religion.
- Do not approach the coach at any time when they are performing their duties.

Consequences for Parents/Caregivers or Spectators not observing the Code

- The coach or team manager is instructed to remind the parent/caregiver or spectator of the School Sport Code of Behaviour.
- In instances of repeated unacceptable behaviour, matters will be referred to the Principal in writing for investigation.

Coaches' Code

- It is a requirement that coaches, managers, supervisors and umpires must have a WWCC Child Related Employment Screening (Working with Children Check) and Responding to Risks of Harm, Abuse and Neglect certificate (RRHAN). The After School Sports Coordinator will verify with administration that all volunteers have met this requirement prior to season commencement.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities. In particular, ensure that where there are more players than places on the ground, reserves are rotated with a view to giving all players the same game time.
- Remember that young people participate for pleasure and winning is only part of the fun.
- Speak respectfully to students.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the equipment and facilities meet safety standards and are appropriate to the age and ability of all players. Report equipment concerns to the Sports Coordinator.
- Display control, respect and professionalism to all involved with the sport, including opponents, coaches, officials, administrators, parents and spectators. Encourage players to do the same.
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Any physical contact with a young person should be appropriate to the situation and necessary for the players' skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Encourage SunSmart behaviours.



Coaches' Duty of Care and Consequences for Coaches not observing the Code

The school appreciates the significant time and effort it takes to assume the role of coach, supports its coaches and encourages players to do the same. All parents are asked to keep in mind the significant effort that coaches make and the difficult job of coordinating a team.

The coach assumes a significant duty of care to the players and in particular:

- The coach is responsible for the safety of children during training and games/matches. By law he/she is responsible to take "all reasonable care";
- After training and matches, coaches, managers or supervising parents are to remain with waiting children until collected by a parent/caregiver or nominated responsible adult.

Inclement Weather

Coaches and/or Team Manager will assess weather and ground conditions, make a decision and communicate their decision with their team players.

Late Pick-Up

As coaches complete their duties once training and matches finish, a parent/caregiver or nominated responsible adult **MUST** collect their child on time.

Children are not permitted to leave a sporting venue without a parent/caregiver/nominated adult in attendance unless prior arrangements have been made in writing to the coach. Only under exceptional circumstances may a volunteer transport the child and this is only to be done with the express consent of the parent at the time and with the volunteer's child also being present in the vehicle.

The coach/team manager will take all reasonable care to ensure the safety of the child.

It is incumbent upon the parent/caregiver to know the finishing time of training and matches.

The coach/team manager will follow the process below should parents/caregivers/nominated responsible adults not collect their child on time from **training** on school grounds:

- A phone call will be made to the parent/caregiver.
- If no contact can be made, emergency contacts will be called to immediately come and collect the child.

A parent/caregiver should be in attendance at their child's matches. The coach/team manager will follow the process below should parents/caregivers/nominated responsible adults not collect their child on time from **matches**:

- A phone call will be made to the parent/caregiver.
- If no contact can be made, emergency contacts will be called to immediately come and collect the child.

After all avenues under the school's policy have been exhausted and the child has not been collected, the coach will contact a member of the school leadership for assistance.

Registration after the close off date will only be accepted if the teams have the capacity.

Refunds of sports fees will not be granted where the child forfeits their spot in a team.



4. TEAM SELECTION

Out of Hours Sport participation will apply such other conditions as may be set by the relevant sporting association organising the activity.

Some associations conduct competitions based on age group (soccer, netball) some based on year level (basketball, football, cricket). All children are required to participate in their year group or age group as required by the relevant association's rules. Playing in a different age group/year level can only occur in exceptional circumstances, with the consent of the child's parents/caregivers and the Sports Coordinator.

All out of hours sports teams will be selected on an equitable basis, taking friendship groups into account where practicable, where there will be a balance of players based on skills and abilities. This is to minimise the potential of teams being "stacked" with all good players to the detriment of the less experienced players. By having balanced teams, the competition will be more even with newer or less skilled players learning from the more experienced players. Team selection will be made by the After School Sports Coordinator.

Where the school enters two teams in the same age group/year level competition, every effort will be made to ensure that the teams are of equal ability. In exceptional circumstances, the After School Sports Coordinator may make changes to teams after the season has commenced.

Ideally, teams will have 3-4 players above the number of players requires for a particular sport. Any number above this will be negotiated with the After School Sports Coordinator.

Students will be reassigned to new teams annually to provide them with the opportunity to experience a variety of positions, coaches and team members. Late registrations will only be accepted if spots are available in a team.

5. MATCHES AND TRAINING

Fixtures will be distributed to parents/caregivers by the Sports Coordinator when received from the relevant sporting association.

The After School Coordinator will roster the court spaces to teams for training.

The coach will establish training times and venues and communicate these to parents/caregivers.

Parents/caregivers have a duty to notify the coach or team manager in advance if a child is unable to attend training or a match and need to ensure the coach/team manager has contact details for them.

To assist with the supervision of players and the management of the team at practices and match days, the team manager should roster parents/caregivers on for team duties such as scoring, timekeeping and officiating. If parents are unable to fulfil their rostered duty, it is the responsibility of the parent who has been rostered to negotiate with other parents for a change to the roster.



6. SAFETY, FIRST AID AND INJURY PROCEDURE

Duty of Care

All parents/caregivers who become involved with any sport in an official role have a “Duty of Care” to discharge in respect of their players. The nature of this duty requires actions to ensure all reasonable care is taken to preserve the safety of the child while engaged in sporting activities. Proper discharge of this responsibility includes at least the following actions:

- Children are not to be left alone at the end of a match/training session while they wait for the arrival of their parent/caregiver
- No child should be permitted to leave any sporting venue unsupervised at the end of a match/training session unless prior arrangements have been made in writing (text message included) to the coach.
- Parents/Caregivers should be notified in writing of all times and places of training and competition.
- The Sports Coordinator is responsible for the provision of a first aid kit. The team manager is responsible for the upkeep of first aid kits while in their possession and must be on hand for all practices and games/matches. Managers are to report to the Sports Coordinator when first aid kits need replenishing.
- All coaches and team managers should be encouraged to have a current first aid certificate.
- Children with open wounds are to be removed from play immediately. The wound shall 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 an ambulance for assessment of the child’s condition and contact the parents.
 - First Aid Log to be completed and submitted to the school at the end of the season.
 - The Principal must be informed of any accident that is more than minor.
 - The School’s Cancellation Policy (refer item 9) must be adhered to and the coach has discretion to cancel training or matches, on communication with parents/caregivers, when in his/her opinion, weather conditions present a threat to player safety.
- Coaches and managers will be advised by parents of any child with specific medical conditions (e.g. asthma, diabetes) on an authorised school medical form.
- No child will participate in any sport until the manager is in receipt of a medical form appropriately completed and signed by the parent/caregiver. The collection of these forms is of the utmost importance in terms of duty of care for all team officials.
- Coaches should encourage SunSmart behaviour.
- Coaches and managers are responsible for ensuring that all sports equipment is safe and that children wear appropriate protective equipment. Relevant sporting organisation’s policies for protective equipment must be abided by.

7. RESPONSIBILITY FOR CHILD SAFETY AND INSURANCE

Parents/caregivers are responsible for their child’s welfare during matches and practice sessions and are encouraged to take out adequate insurance against sports injuries and the cost of ambulance travel.

A medical and consent information form must be completed for each child participating in any school sporting activity prior to its commencement and given to coach or team manager. The form must be kept in an accessible place during practice and match times.

Via the form, parents/caregiver’s give emergency health information, contact details and consent to act in the event of an injury to the child in their absence. While coaches and team managers must take due care in such situations, they are not responsible for children’s safety.



Should an injury occur when a parents/caregiver is absent, the coach or team manager may call an ambulance should they believe this is necessary. The coach or team manager should make every effort to contact the absent parent/caregiver at this point. The parent/caregiver is responsible for the cost of ambulance travel.

8. COMPLAINT MANAGEMENT AND RESOLUTION

Disputes and complaints should be directed initially,

- to the team manager/coach at an appropriate time
- to the Out of Hours School Sport Coordinator
- failing resolution contact the Principal

If not satisfied with how the school has managed an issue, contact the department's Customer Feedback Unit for assistance by phone: 1800 677 435 (free call) or email: education.complaints@sa.gov.au.

9. WEATHER CANCELLATION POLICY

Hot weather:

- Outdoor trainings for the day shall be cancelled if the forecast temperature on the BOM Website is 36 degrees or above.
- Before school training continues due to the milder temperatures at that time of the day.
- Saturday and Sunday morning outdoor sports shall be cancelled if at 12pm on the day prior, the forecast temperature is for 36 degrees or above.
- The continuance of indoor and weekday outdoor matches will be determined by the relevant association body's hot weather policy (other than cricket where the school sport hot weather policy will be in effect).

Wet weather:

- Training may be cancelled at the coach's discretion, on communication to parents/caregivers, if conditions are excessively wet. In such cases, parents/caregivers are also requested to make contact with the coach to check.
- If conditions deteriorate during training or games such that they are cancelled mid-way, coaches or responsible adults shall remain with the children until such time as they are picked up by parents/caregivers.

10. FEES

The out of hours sports program is user pays. The Sports Committee will conduct yearly reviews to establish fees sufficient to maintain the viability of the program. All students intending to play sport for Brighton Primary School and Centre for Deaf Education complete a registration form prior to the commencement of each summer or winter season. The registration form must be received by the nominated cut-off date for registrations.

- Payment for each sport must be made at the time of registration. The After Schools Sports program has a 'no pay - no play' policy.
- **No refunds** are available for students who change their mind and withdraw from their team/sport.
- If after Registrations and Fees have been collected there are insufficient numbers of participants to form a team, the Fees for that team will be refunded in full.
- The coach will have the fee for their child, in their team, waived. If a coach resigns part way through a season, they will be then be invoiced for the fees.