



Out of Hours School Sports Policy

OVERVIEW

All students have the right to participate in an inclusive sporting program provided through, or facilitated by the school. Sport is an extension of the health and physical education learning area and contributes positively to students' personal and social capabilities. HBPS will work with community sporting bodies to facilitate access to a wide range of sporting experiences and programs.

ROLES AND RESPONSIBILITIES

- **School Nominee**

- Support the implementation of Out of Hours Sports.
- Provide administration support to the Sports Coordinator, Coaches and Managers as needed.
- Support the communication that occurs between the school, Sports Coordinators and families, including the nomination process for each sport.
- Store, maintain and resource Out of Hours equipment and uniforms.
- Roles and responsibilities:
 - Coordinate nomination form for available sports.
 - Identify sports coordinators and managers.
 - Uniform needs.
 - Induction session with coordinators.
 - Confirm playing costs and inform Finance Officer.

- **Governing Council School Sports Committee**

This committee oversees the sporting activities undertaken by teams representing the school out of school hours. They will be responsible for recommending school policy in respect of out of school sporting arrangements and for carrying out the following functions:

- Oversee the out of school hour's sports program, including identifying the organisations that Out of School Hours teams will participate in.
- Discuss and consult with principal and Finance Manager appropriate fees for students participating in the various sports. Final authorisation will rest with the principal and Finance Manager.
- Organise a meeting with Sports Coordinators at the start of the school year to outline roles and responsibilities and this policy.
- Support the end of season presentation of certificates 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 regarding any complaints or issues arising involving the behaviour of players, coaches, managers spectators or parents.
- Inform Governing Council about the out of school hours sports program. Meet on a regular basis (as needed).
- Organisation of internal (within school hours) sporting programmes will be left to the discretion of the school administration. Support from the sports committee may be requested from time to time.

Membership of the Out of Hours Sport Committee

The committee will consist of:

At least one member of the Governing Council

Any other parents or interested members of the school community.

Governance

The committee is a self-directed body which manages itself on behalf of the Governing Council. It does not make decisions exclusively but develops a position for Governing Council to consider and approve where appropriate. The committee is required to conduct meetings in accordance with the Code of Conduct of the Governing Council and will report:

- Information and recommendations to the Governing Council.
- Any sensitive or major decisions that cannot be resolved will be referred to the Governing Council.
- Meeting minutes will be tabled at each Governing Council Meeting and a committee member at the GC meeting can talk to any advancements since the last meeting was held.
- Meeting minutes will be available to the school community upon request.
- A report will be compiled for the Annual General Meeting of Governing Council.

- **Out of Hours Sports Coordinator (identified for each sport).**

- Support with the distribution of information in relation to out of hours sports.
- Make team selections based on student registrations
- Determining the number of nominated teams, including the organisation of team registration fees.
- Allocation of coaches and team managers.
- Ensuring that all coaches, team managers and parent/carer helpers provide evidence of WWCC Child Related Employment Screening and Responding to Abuse and Neglect (RAN) Training for Volunteers and DfE 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 Association expectations, COVID-19 protocols and other safety and risk management aspects.
- Organise training times in negotiation with coaches/team managers, subject to availability of facilities.
- Allocation of all equipment, including First Aid and uniforms, to coaches and team managers in consultation with the School Nominee (at least 2 weeks before the season commences).
- Coordinate a meeting with coaches and team managers prior to each season to outline the After School Sports Expectations and Agreement.
- Liaise with Finance Officer to determine individual sport fees and equipment needs. Invoices are to be sent out as soon as possible; each sports coordinator to provide a list of player names to the Finance Officer for invoice distribution.
- Where required, undertake relevant risk assessments of equipment, facilities and external venues.
- Assist with end of season presentations; for students and thank-you to volunteers.

- **Team Coaches (for individual sports)**

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

- Complete the following: WWCC Child Related Employment Screening, Responding to Abuse and Neglect (RAN) Training for Volunteers and DfE induction.
- Coaches will be encouraged to undertake additional training offered by the relevant sport association (if available).
- Coaches should liaise with the Team Manager and After School Sports Coordinator. If there is no formal team manager, the coach should assume the role of Team Manager and delegate jobs to parents as needed.
- Coordinate training sessions depending on their availability.

- **Team Managers (for individual sports)**

- Liaise with the Team Coach and Sports Coordinator.
- Complete the following: WWCC Child Related Employment Screening, Responding to Abuse and Neglect (RAN) Training for Volunteers and DfE induction.
- Ensure first aid kit, medical and emergency contact details are available at all practices and games. Organise rosters as required - ie scoring duties.
- Report any problems to the Sports Coordinator who in turn will discuss any issues with school leadership.
- Ensure all COVID safe requirements for training and games are in place.

OUT OF HOURS SPORTS CODE 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

- Complete the school's Volunteer Application Process before starting as coach.
- Follow all relevant expectations and responsibilities.
- 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.
- 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.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- After matches; coaches, managers or supervising parents are to remain with waiting children until collected by a parent or carer. 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.
- Ensure that you have immediate access to every child's contact details and medical information at training and games.

Parents and Carers

- Parents must be in attendance at all times for practices and games and ensure any uniform items are taken care of (including not being altered in any way; lost or damaged uniforms may incur a fee).
- Parents must administer any medication required to their own child as part of any students Medical Health Care Plan.
- 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. This includes adhering to the sporting association's expectations (eg. COVID-19 policy).
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.'

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.

Players

- Play by the rules, never argue with an official. 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.
- 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.
- 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. Show appreciation for volunteer coaches, officials and administrators.
- Attend training where possible. If unable, please discuss this with your coach.

Major behaviour issues will result in immediate action which may include suspension from the team or sport for a period of time.

REGISTRATIONS

All registrations will be coordinated by the school and completed online. Most sports will commence a registration process the term before their season starts (some Term 1 sports may need registrations completed at the end of Term 4).

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.

ADMINISTRATION AND FEES

Sports Fees are set by the Sports Coordinator in conjunction with the Principal/Deputy and Finance Officer. Fees must be set at a level to ensure the sports continued viability, while not excluding players. If after registrations and fees have been collected and there are insufficient numbers for a team, the fees for that team will be refunded in full. If a player drops out during a season there will be no refund made.

Participation costs are based on the following 2 areas:

- *Registration fee* charged by the association organising the sport. For some sports, the registration fee may need to be paid directly to the association (please note, a school based cost will still apply eg. equipment maintenance). Registration fees will vary from sport to sport.
- *School fee* that incorporates:
 - Equipment maintenance (uniform cleaning and replacement, equipment needs). This is a mandated cost for all participants.
 - Trophy/medals. This is an optional expense and will be determined by the sporting coordinator so that all teams are consistent.
 - End of season catch up. This is an optional expense and will be determined by the coach in consultation with the coordinator. If the end of season catch up is held at school, arrangements can be made via the school canteen for catering purposes (this expense can be included on the initial invoice). If it is going to be held off site, then this amount will not be included on the invoice and the coach will make their own arrangements with families to cover this cost.

All children nominating for a sport are expected to pay fees (if finalised) when submitting the nomination form prior to the commencement of the season. If a family is experiencing financial hardship and anticipates having difficulty covering any participation costs, they are encouraged to contact the principal to discuss further.

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 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 After School Sports Coordinator.
- 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.
- Team coaches are responsible for non-uniform sporting equipment during the season and should ensure this equipment is cleaned and returned in good condition as soon as the season has finished.

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 for any insurance cover associated with the registration and fee structure.

SAFETY, FIRST AID AND INJURY

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, including being present during training and games.

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.

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 if applicable) 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/carers 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.

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 principal should an issue arise. Confidentiality is vitally important.

- **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 Sport Coordinator. 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 Governing Council Sports Committee representative.
- **Option 4:** Approach the School Leadership Team.