



# After School Sports Policy and Procedures

Date: August 2022

Evaluation and Review: August 2024

## Rationale:

After School Sport provides opportunities for students to engage in regular physical activities, to develop their skills in team games, and to have fun.

Health, safety and child protection procedures are to be followed relating to:

- Students, coaches, managers, supervisors and umpires
- First aid and emergency procedures
- Expectations for behaviour at practices and matches
- A current Health Care Plan needs to accompany relevant students at practice and at games
- Facilities and equipment

Volunteer coaches, managers, supervisors and umpires are to:

- refer to the Volunteer Role description for coaching students in sports and activities;
- have a current Working with Children Check (WWCC) which is mandated unless they are a parent volunteering to support a team in which their own child plays;
- complete Responding to Risks of Harm, Abuse and Neglect training;
- seek support from After School Sports Coordinator to answer any queries.

## 1. Nomination of Coaches

Parent volunteers who nominate to coach teams for After School Sports are to complete the volunteer requirements for Rose Park Primary School (RPPS). Students intending to play sport for RPPS must complete a registration form via QKR and to sign and agree to RPPS Student After School Sports Participation and Expectations Agreement.

## 2. School and Community Links

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

## 3. The Role of the After School Sports Committee

The RPPS After School Sports Committee (RPPS ASSC) oversees the sporting activities undertaken by teams representing the school out of school hours. The RPPS ASSC 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 RPPS proposes to nominate teams
- Discuss appropriate participation fees for the various sports and present fees to GC to approve
- Encourage 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 involving the behaviour of RPPS players, coaches, managers, spectators or parents
- Inform Governing Council about the After School Sports program
- Meet on a regular basis - at least once a term

#### **4. Membership of the After School Sports Committee**

The RPPS ASSC will consist of:

- A member of the Leadership team and/or After School Sports Coordinator
- At least one member of the Governing Council
- After School Sports Coordinator/coaches/parent representatives

#### **5. Reporting Processes of the After School Sports Committee**

The RPPS ASSC Chairperson schedules committee meetings as required and sets the agenda. Minutes of meetings will be taken and recommendations will be reported to Governing Council. Any sensitive or major decisions that cannot be resolved will be referred to the Governing Council.

#### **6. The Role of the After School Sports Coordinator/s**

- Selection of registered students into teams
- Nomination of teams to the relevant sporting associations
- Appointment of coaches
- 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 dates and fixtures
- 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 - major expenses, e.g. uniforms, to be discussed with RPPS ASSC prior to purchase
- 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
- Provide thank-you certificates to volunteer coaches
- GC representative prepares a report for the School Annual Report by the end of Term 4

#### **7. RPPS Student After School Sports Participation and Expectations Agreement**

Each player, coach and parent must read the After School Sports Policy and Procedures and to sign the After School Sports Participation and Expectations Agreement, sign the agreement which will be included on Qkr with registration forms. Students who have not returned signed forms are not eligible to play matches. Medical and emergency contact details are available at all practices and games.

#### **8. 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.

Coaches may be asked to provide information to the school to assist in SAPSASA selections. Coaches should also provide updates on team performance or report any problems to the Coordinator, who in turn will discuss further with teaching staff and/or leadership.

#### **9. First Aid and Injury Management**

The Coordinator is responsible for the provision of, and each coach for the upkeep of, First Aid Kits, which must be on hand for all practices, and games/matches. Coaches must report to the Coordinator when First Aid kits need replenishing.

Parents will provide to the Coordinator and coach any relevant medical information, health plan and medication for training sessions and games (e.g. epipen, asthma inhaler etc.)

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 and head injuries the parents and/or an ambulance will be called. Parents of the child will meet the cost of any ambulance required
- The Coordinator and Principal will be informed of any critical injuries and report critical incidents, injury and hazards, and will submit appropriate reports via the Department for Education incident response management system (IRMS), the Education Standards Board, and/or SafeWorkSA.

## **10. Insurance**

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

## **11. Registration of Players**

Students intending to play after school sports for RPPS must complete a registration form via QKR prior to the commencement of each summer or winter season. Summer season players need to be students attending Rose Park Primary School in both Term 4 and Term 1 of the next year. 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)
- Details of significant medical conditions
- After School Sports Participation and Expectations 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.

Students must wear appropriate protective equipment during training and games for all sports described in the After School Sports Procedure. All students are expected to attend training each week and parents must contact coaches if students are unable to attend a training or games with consideration to be shown to allow time for substitute players to be found.

Team selections will be made by the Coordinator.

## **12. External Registrations**

If there are insufficient student numbers to form a team, they can seek registration at other sites.

## **13. Sports Fees**

All children nominated for a sport are expected to pay fees when registering on QKR. Failure to pay the fees will result in the student not able to participate and play. Fees are to be approved by the After School Sports Committee and set by the Principal/ Deputy Principal and Business Manager.

RPPS supports participation of players. Families experiencing financial difficulty can request support by contacting the Business Manager, via the front office. The After Schools Sports program has a 'no pay - no play' policy and no refunds are available for students who withdraw once nominations close on QKR.

If, after Registrations and Fees have been finalised, there are insufficient numbers for a team with an assigned Parent Volunteer Coach, the fees will be refunded in full. If a registered student withdraws from the team/sport after registrations have closed, there will be no refund made.

## **14. 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 are issued with uniforms for the duration of the season and parents are to launder, and keep them in good repair. As the supply of uniforms diminishes, it will be the responsibility of parents to purchase their child's uniform for After School Sports with options to sell the item at the school's second-hand sales
- Uniforms should not be altered in any way
- Uniforms and equipment will be collected at the end of the season, by the team manager or Coordinator
- If items are lost or intentionally damaged, charges may be made to the parents of the student to cover

the cost of repair/replacement

- Children not wearing the designated uniform may not be permitted to play
- No jewellery is permitted at training or at games for student safety

The following procedures relate to the provision and use of equipment supplied for and used for After School Sports:

- The Coordinator 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 Coordinator

### **15. 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 teams
- AFL Football – mouthguards are compulsory
- Netball – mouthguards recommended

### **16. Cancellation Procedures**

- After school sport practice is cancelled for hot weather when the Bureau of Meteorology predicts temperature for the day is 35 degrees or higher. Before school trainings are still able to go ahead if the temperature is below 35 degrees at the time of training
- 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
- Any cancellation of trainings must be communicated to parents to ensure no child is left unattended before or after school

### **17. 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 and siblings need to be supervised by parents not coaches
- Parents are requested to inform the coach or team manager if their child is unable to attend training
- Training times will be set by the coach
- 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 if suitability is agreed upon by the After School Sports Committee
- 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

### **18. 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 3.10pm to 6.00pm Monday to Friday
- Start and finish times for After School Sports practices or matches need to include time for set up and pack up to leave space ready for the next user of the facility (e.g. school class).

- All equipment must be packed up and the sport shed left in a tidy condition.

### **19. Team Selection Procedure**

RPPS promotes access, participation and learning of sporting experiences.

The selection process involves the Coordinator, in conjunction with the relevant sport parent coordinator and team coaches where applicable. The process is made explicit to parents before teams are selected.

Selection criteria includes:

- Nomination/availability of volunteer parent coaches
- Date of registration
- Friendship groups
- Experience
- Consultation with the Coordinator, coaches, parents and players
- Fair and equal rotation system for all players

If available places on teams are exceeded, registrations may close early. Prompt registration is recommended to avoid disappointment.

### **20. Participation Awards**

All students who participate in skills session or team sports will be acknowledged at the end of the season with certificates.

### **21. Local Associations and School Participation**

The Coordinator works in collaboration with sporting associations and local sporting bodies.

### **22. After School Sport Grievance Procedures**

The After School Sport Committee 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 Sports Program, the Committee requests that this process be followed. The process is structured to support parents to resolve concerns within RPPS Feedback and 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 and the Coordinator to discuss your concerns. If you consider the issue you have raised is not resolved, make an appointment with the Principal/Deputy Principal.

**Step 3** – Email and/or meet with school leaders. You may wish to arrange for another person to support you by attending the meeting with you.

**Step 4** - Allow a reasonable time frame for the problem to be addressed.

If you believe that the issue is of a serious nature, it may be advisable to take the concern directly to school leaders. Throughout this process it is important to maintain confidentiality, and to maintain/restore positive working relationships.

## APPENDIX

### RPPS Student After-School Sports Participation and Expectations 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 creative, courageous, confident, global learners and leaders.

#### CARE

- Players to demonstrate caring behaviour during practice sessions and games
- Coaches to support students to participate proactively and to bounce back in difficult situations
- Parent/Spectators encourage students to be 'good sports' and to promote all students' efforts.

#### RESPECT

- Players to respect all players including opposing team members, follow officials' decisions and show appreciation for coaches and spectators
- Coaches to role model appropriate team skills and codes of behaviour in sport
- Parents/Spectators to encourage students to show respect to team members, coaches and to support team decisions

#### HONESTY

- Players to listen to instructions, follow game rules and co-operate with team, coach and game officials and perform to the best of their ability
- Parents/Spectators to demonstrate appropriate code of conduct and applaud good performance and efforts of all individuals and teams
- Coaches to use their judgement to determine the appropriate level of response and strategy to address unacceptable behaviour. Consequences may include non-participation in training and /or games.

#### COURAGE

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

#### Behaviour Management – Safety and Wellbeing

Disrespectful behaviour towards coaches will not be tolerated. This includes but is not limited to interrupting, calling out, negative comments, and questioning coach directives. Aggressive verbal/ physical behaviour of any sort, including insults and negative comments will not be tolerated.

Parents will be contacted by the school to discuss any behaviour issues and appropriate consequences, for example parent/carer to attend all trainings and games to ensure adequate supervision of their child/ren; non-participation in training and/or game/s, or the removal of students from teams for the remainder of the season.

Sport \_\_\_\_\_ Coach name \_\_\_\_\_

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*(The After School Sports Coordinator/Coach will collect this agreement before students can play. These records will be kept at school by the After School Sports Coordinator)*