

GLEN OSMOND PRIMARY SCHOOL



Out of Hours Sports Policy

CONTENTS

Introduction	3
GOPS Sports policy	
• Background	4
• Rationale	5
• Implementation	6
• Role of Principal	7
• Role of Sports Committee	7
• Role of School Sports Co-ordinator	7
• Role of Individual Sport Code Co-ordinator	8
• Role of Sports Coach	9
• Role of Team Manager	9
• Role of Parents	10
• Role of Students	11
SAPSASA	11
Sports Code Co-ordinator Season Responsibilities	12
Procedure for handling money	13
Policy for Awards, Trophies, Certificates	14
GOPS Sport Medical/Consent Form	15
GOPS Parent Roster Template	16-17
GOPS Codes of Behaviour	18-19

Introduction

Sport is an important component of life at Glen Osmond Primary. It is highly valued by our entire school community. Through working together we are able to offer six sporting codes. There are many sporting opportunities for participation and involvement at Glen Osmond Primary School for teachers, students, parents, caregivers and other members of the community interested in helping children to play and enjoy sport.

An integral part of the success and efficient delivery of Out of Hours Sport is the participation of parent volunteers who act as co-ordinators, managers and coaches of the six sporting codes on offer.

- Cricket
- Softball
- Netball
- Football
- Soccer
- Basketball

GOPS has a School Sports Co-ordinator who manages the in school Physical Education component of the school curriculum. The School Sports Coordinator liaises with each individual code for SAPSASA events and seeks advice from coaches for SAPSASA selections. The School Sports Coordinator liaises with the nominated Out of Hours Sports Coordinators for each code. The school also provides administrative support for printing forms, distributing and collating forms/notes, collecting monies and maintaining records of all expenses as required by DECD.

This policy outlines the opportunities, responsibilities and commitment required by school staff, players, parents, organisers and spectators; and is a strategy that will lead to a greater enjoyment of sport by everyone involved and a strengthening and development of our school's community.

Glen Osmond Primary School Sports Policy

Background

This policy is consistent with the Commonwealth Government 2006 National Junior Sports Policy: A Framework for Developing Junior Sport in Australia. Junior Sport covers young people from 5 years to 19 years of age.

For the Reception and year 1 students the term 'sport' simply covers play and pre-sports activities. For children in the first stage (ages 5-7 approx) formal or structured competition is inappropriate. The emphasis at this level is on modified games, eg Auskick and Kanga Cricket. With this in mind students from Yr 2 to Yr 7 are eligible to participate in school sports as GOPS offers modified games as specified in the National Junior Sport Policy.

The accommodations for Yr 2 students are:

AFL	Yr 2 students
Netball	Yr 2 students
Cricket	Yr 2 students
Soccer	Yr 2 students including those turning 7 can play in the U8 team.
Basketball	Yr 2 students turning 8 (no modified rules are offered at Unley Life Be In It Sporting facility.)
Softball	Yr 3 competiton only offered

Rationale

Opportunities for all students to access and participate in school sporting competitions are actively promoted and provided at Glen Osmond School. Students benefit from participation in school sport because they:

- are able to develop physical and coordination skills
- are able to develop friendships
- are encouraged to strive for their personal best
- are able to develop their social skills as members of a team
- can develop a sense of discipline and motivation
- are able to experience a range of sporting options
- learn how to handle success and failure
- find sporting competitions enjoyable

The provision of a range of sporting opportunities encourages children to broaden rather than just specialise their sporting experience. School based sports are structured to promote enjoyment and participation.

All children, regardless of ability, have the right to participate in school-based sports and continue to develop their skills.

Physical Education is part of the mandated Glen Osmond Primary School Curriculum and participation in sports provides an opportunity for students to apply and develop the skills they gain through physical activity.

Implementation of the GOPS Sports Policy

All students, parents and staff at Glen Osmond who are associated with school sports are expected to support the school policy. Each Out of Hours Sports Coordinator will ensure that a copy of the GOPS Code of Behaviour for Junior Sports is given to all parents as their child commences their involvement in the Sport.

Establishing School Sports Teams

School sports teams can be authorised to play under the Glen Osmond Primary School name if they request approval from the Sports Committee and the school Principal.

At the beginning of the year coordinators of each sport will be sought from the parent body by the School Sports Coordinator. A meeting of these Out of Hours Sports Code Coordinators will be held at the beginning of the year and once each term.

Sports currently offered at Glen Osmond Primary School

Yr 2-7 (Age dependent in some sports)

Summer Season (Terms 1&4)

Cricket – Basketball - Softball

Winter Season (Terms 2&3)

Soccer – Football – Netball –Basketball -
Auskick

Resources

Each sports code is responsible for covering its own associated costs. All monies collected for sports teams must be paid through the front office. The funds are deposited into the school budget under sporting budget lines. Funds in sports budget lines are only accessed when authorised by the School Sports Coordinator.

Hot weather, wet weather policy

Cancellation of games is subject to individual sport associations hot/wet weather policies, eg cricket games are cancelled when the predicted temperature is 38 degrees or over consequently school teams would play by each code's policy.

To ensure student's skin is protected from sun damage, all students are encouraged to wear a sun safe hat (legionnaire or wide brimmed style) when playing sport if appropriate, eg. fielding cricket. Parents are encouraged to ensure their children wear sunscreen to sport.

Role of the Principal

The Principal of Glen Osmond Primary School will:

- recognise and acknowledge the high value placed on sport by the school community.
- ensure that the school Out of Hours Sports Policy is implemented, monitored and periodically reviewed.
- provide advice to Governing Council and the Sports Committee as required
- ensure staff representation on Out Of Hours Sports Committee.
- actively encourage parent participation in the management of sporting opportunities.

Role of Sports Committee

The Sport Committee will:

- operate as a sub-committee of the school Governing Council.
- be convened by an nominated member of the School Governing Council.
- have a membership that includes a staff representative and the Coordinator (or nominated parent representative) from each school sports group.
- meet at least once per term.
- ensure minutes of meetings are taken and copies distributed to Governing Council by the convenor.
- forward any recommendations for changes to policy to Governing Council for ratification.
- have oversight of planning, budgeting, monitoring and providing information on skills and first aid training to sports team coaches and managers.

Role of School Sports Co-ordinator

The Sports Committee is supported by a member of the school staff and is known as the School Sports Co-ordinator. This role will monitor the effective management of school sports and

- be a member of and liaise with the Sport Committee.
- ensure each year that nomination forms are distributed to all eligible students including all Year 2 students in Week 2 Term 1 for summer sports and Week 1 Term 2 for winter sports.
- liaise with each Out of Hours Sport Code Coordinator.
- purchase equipment as required.
- ensure students are aware of the expectations of the school towards respecting coaches and abiding by the GOPS Code of Behaviour for Junior Sports and Respectful Behaviour Code and Anti-Bullying Policy during practice sessions and games.

Role of Out of Hours Sport Code Coordinator

Each Out of Hours Sport Code Coordinator will:

- organise and manage their respective sporting competitions.
- identify/nominate coach, team manager, umpires and referees for each team.
- ensure each coach and manager has a current DCSI Criminal History Screening registered with GOPS Admin.
- provide coaches with modified rules relevant to each age group.
- ensure each team has access to relevant safety equipment and collect First Aid Kits from GOPS Admin and distribute to each team manager.
- distribute and collect consent forms and/or relevant medical details (these are available from GOPS admin).
- provide copies of all documentation to the GOPS Admin.
- provide school with a list of all adults who are involved in, and responsible for, supervision for the training and/or games.
- organise relevant photocopying and handing information/results into GOPS for inclusion in the newsletter.
- book the use of school facilities for team practice/games via GOPS Admin.
- set participation fees for team members in consultation with school administration staff to include:
 - contribution to the ongoing maintenance of First Aid kits at levy of \$20 per year per team
 - umpire fees (if necessary)
 - match fees
 - uniforms as required
 - certificates and token gifts for coaches, managers and other volunteers
 - entrance fees
 - venue hire
- determine the breakdown of costs associated with the effective running of each team, the uniforms required and any subsequent season or match fees.
- enhance and maintain the resources required to support and increase participation.
- support the fund raising activities associated with the Sport (if and when required). GOPS BBQ is available please liaise with GOPS Admin.
- attend (nominate proxy) Governing Council Sports Committee (one per term).
- Organise a final report from each team to be included in the newsletter. Term 3 week 10 for Winter sport and Term 4 Week 8 for Summer sport.

Role of Sports Coach

- strive to provide an environment which allows the student's experience of sport to meet the Out of Hours Sports Policy objectives:
 - developing physical and coordination skills
 - developing friendships
 - striving for their personal best
 - developing their social skills as members of a team
 - developing a sense of discipline and motivation
 - experiencing a range of sporting options
 - learning how to handle success and failure
 - finding sporting competitions enjoyable
- be a role model for all the behaviours which link to the above aims.
- provide all students and parents with information about the modified rules of the sport, fixture of games, venues etc as well as changes to games or practices.
- ensure that all students have equal participation/game time regardless of ability.
- request additional support from the school eg line marking through the GOPS Admin maintenance program.
- keep records of all letters, contacts etc in an orderly manner so that they can be handed over to subsequent coaches/coordinator.

Role of Team Manager

- organise roster for scoring, goal umpiring, linesperson, scorer, timer, oranges, morning tea, etc.
- assist the coach to manage the children on match days and ensure that the coach is aware of any health conditions of students in the team.
- attend to the welfare of all team members (with the coach) and also the coaches' welfare.
- ensure first aid is available to teams through venue provision or up to date team first aid kits, expiry dates must be checked. (New stock is available from GOPS Admin).
- organise the maintenance and storage (in school designated shed) of their equipment.
- ensure players and parents have read and adhere to the GOPS Code of Behaviour for Junior Sports. This will also be accessible via the school website.

Role of Parents

Parents and Carers of students who participate in school sports teams will:

- accept duty of care for their children and supervise them during all events related to Out of Hours sport including training. This will mitigate behaviour that prevents misbehaviour that undermines the coaching and enjoyment of others.
- support coaches in the creation of an environment which meets the school sports policy objectives.
- provide a positive role model for students through supportive spectator behaviour during games/competition.
- pay fees before the start of the sport season or contact Finance Officer if financial hardship is an issue.
- return medical / consent forms before start of season.
- ensure a responsible adult (other than the coach) has agreed to supervise their children during practice and game times.
- be punctual in dropping off and picking up children.
- consider accident/injury insurance for their child (not compulsory, but advisable).
- provide a mouth guard/protective equipment – highly recommended in some sports.
- abide by the GOPS Code of Behaviour for Junior Sport– available from the team manager or Out of Hours Sports Code Coordinator.
- arrange transport to and from sporting venues. If arranging car-pooling the following needs to be considered:
 - parents transporting children have the responsibility to ensure that their vehicle is roadworthy.
 - children are to be transported by experienced drivers - under no circumstances can children be transported in a vehicle driven by a person to whom 'L' or 'P' plates apply.
 - there must be one seatbelt per child and they must ensure it is on before cars move.
 - comprehensive insurance is the responsibility of the driver/owner, as no claims can be made against the school or DECD.

Role of Students

Students will:

- follow the school's Respectful Behaviour Code and Anti-Bullying policy when participating in school sport teams.
- abide by the GOPS Code of Behaviour for Junior Sports.
- represent the school in a manner that is consistent with the school values; persistence, respect, integrity, caring and excellence.
- play and behave by the rules and good conduct guidelines associated with their chosen sport.
- accept consequences of unacceptable behaviour including being sent home.

End of season Awards

- The presentation of awards needs to be consistent across all sports codes and year levels therefore all players in all codes will be presented with a certificate of participation.
- All coaches and team managers need to be informed of this process prior to the season commencing.

All students will be acknowledged at the Term 4 week 5 (PE Week) assembly.

Each co-ordinator, coach and team manager will receive a certificate acknowledging their involvement. Out of Hours Sports Coordinators will email a list of all players, coaches and team managers to the School Sports Coordinator to prepare the certificates.

Yr 7 students will also receive a special certificate presented on their last game, by the coach, to acknowledge the end of their sporting endeavours at Glen Osmond Primary. The certificate will include a photo of the team and an individual photo of the player in action taken by the coach or team manager. The Out of Hours Sports Coordinator will liaise with the School Sports Coordinator to produce the certificates.

Procedure for handling money

Each sports code has an individual fund to which fees are deposited and expenses are incurred.

GOPS Administration team will collect payment and issue a receipt for sports fees received from parents. There is no expectation that any sports co-ordinators, team managers or coaches are required to collect and handle money from parents.

When new/updated equipment is required Out of Hours Sport Code Coordinators will:

1. Decide what equipment is needed.
2. Liaise with GOPS School Sports Coordinator who will then arrange for the purchases.

South Australian Primary Schools Amateur Sports Association (SAPSASA)

Glen Osmond Primary School is affiliated with SAPSASA. We are part of the South East District. As an affiliated member, students at Glen Osmond, whether as individuals or in teams, are given the opportunity to compete in these district and state level sports competitions.

Selection policy for School SAPSASA (Knockout teams)

- selection based on ability (as stated in the SAPSASA guidelines booklet) with priority going to Yr 7 students ahead of Yr 6 students.
- School Sports Coordinator and class teachers will discuss and determine the competitiveness of the proposed team. School Sports Coordinator will consult with the relevant sport coaches.
- Students must demonstrate the ability to follow rules, be organised and adhere to the GOPS Code of Conduct for Junior Sports. Student behaviour must reflect the School's values.
- Students are to attend all training sessions where possible.

Selection policy for SAPSASA District Trials.

- Selection for team sports will follow SAPSASA guidelines.
- Students will be selected after consultation between School Sports Coordinator, class teacher and relevant sports coaches.
- Yr 7 students are given first preference unless a Yr 6 student has above average abilities as determined by the judgement of the School Sports Coordinator, class teacher and school sports coach.

Each year a letter will be sent to parents of students in Yr 4-7 outlining the SAPSASA selection process and the sports available for the current year.

***All SAPSASA Sports are offered on a "user pays" system.**

Out of Hours Sports Code Co-ordinator Season Responsibilities

Prior to season commencing

- collate nomination forms
- organise teams (NB some codes combine with other schools where numbers are low, eg football)
- organise coaches (see pg 9 for role details. All coaches require a current DCSI Criminal History Screening)
- organise team managers (see pg 9 for role details)
- organise umpires/referees for the season
- register with association including any payment required (liaise with GOPS Admin)
- notify GOPS admin of player lists to allow collection of playing fees
- liaise with GOPS Admin to set season fees (when setting fees consider all associated costs)
- through the team managers, ensure all players have completed and returned a sport medical/consent form (see attachment) GOPS Admin will assist with this task.
- attend association meetings
- ensure practice times have been arranged and that the facilities are available. Please pass a copy of this to GOPS Admin.
- ensure there is enough equipment in good condition, liaise with School Sports Coordinator if replacement equipment is required
- distribute equipment keeping a list of where the items are and who is responsible for them. Please pass on a copy of this to GOPS Admin.
- ensure all teams have a first aid kit available on game day. **Expiry dates must be checked.** These kits can be collected and refilled via GOPS Admin.
- follow up with team managers that they have completed scoring rosters for parent volunteers

Beginning of season

- Keep uniform list if necessary eg football, soccer. Ensure you have kept details of which player has which number, via team manager.
- Distribute rules of game to all coaches and GOPS Code of Behaviour for Junior Sports pamphlet via team managers.
- Distribute fixtures and practice time and location via coaches. Please pass on a copy of this to GOPS Admin.
- Liaise with association regarding changes to fixture times and locations.
- Continue to attend association meetings.

During season

- Maintain communication with association, coaches, team managers and umpires.
- Prepare a summary report at end of term for inclusion in the school newsletter via School Sports Co-ordinator.

End of season

- Organise end of season presentation.
- Venue, food, drinks, certificate.
- Ensure equipment is returned and in good condition. First Aid kits **MUST** be returned to GOPS Admin not to the sports shed.
- Arrange replacement equipment if necessary.
- Ensure equipment is stored in Sports shed for next season.
- Ensure all coaches have submitted a report and photo of their team to be included in the end of season newsletter.
- **Prepare a summative report of each codes season to be included in the end of season newsletter.**



GOPS Code of Behaviour for Junior Sports

Adapted from: SCHOOL SPORT AUSTRALIA January
2012



Players Code of Behaviour

- Be a good sport.
- Play for enjoyment.
- Strive for personal excellence
- Work hard for your team as well as yourself.
- Treat all team mates and opponents as you enjoy being treated yourself.
- Play by the rules.
- Cooperate with team and game officials.
- Control your behaviour on and off the field.
- Learn to value honest effort, skilled performance and improvement.

Examples of inappropriate behaviour that is unacceptable includes:

- Swearing or abusing others
- Physical violence towards others
- Refusing to comply with instructions
- Poor sportsmanship or cheating

Parents Code of Behaviour

- Encourage participation by your children
- Use positive, encouraging language when barracking for your child and their team.
- Provide a model of good sportsmanship for your child to copy.
- Be courteous in your communication with players, team officials, game officials and sport administrators.
- Encourage honest effort, skilled performance and team loyalty.
- Make any new parents feel welcome on all occasions.
- Do not interfere with the conduct of any events.
- Support School Sport Australia's policy of a smoke and alcohol free environment.

Spectators Code of Behaviour

- Demonstrate appropriate social behaviour.
- Remember children play for enjoyment. Don't let your behaviour detract from their enjoyment.
- Let game officials conduct events without interference.
- Support skilled performances and team play with generous applause.
- Demonstrate respect for opposing players and their supporters.
- Support School Sport Australia's policy of a smoke and alcohol free environment

Team Managers & Coaches Code of Behaviour

- Set a good example for your players
- Encourage and create opportunities to develop individual skills.
- Teach a wide range of team skills.
- Ensure that the sport is appropriate for the age group and the skill development level of the players involved.
- Teach your players to be friendly towards officials and opponents.
- Give all interested students a chance to participate in training and in games.
- Remove from the field of play any of your players whose behaviour is not acceptable.
- Keep your own knowledge of coaching and the developments of the game up to date.
- Support School Sport Australia's policy of a smoke and alcohol free environment.
- Adhere to appropriate mandatory reporting requirements for student protection.

Administrator and Officials Code of Behaviour

- Ensure rules, equipment, training schedules and games are safe and match the needs and skill level of the children involved.
- Ensure that equal opportunities for participation in sports are available for all children.
- Involve children in planning, evaluation and decision making.
- Ensure everyone involved, including parents, understand their responsibilities regarding fair play and appropriate behaviour.
- Encourage a positive attitude towards children's sport
 - i) emphasise fun and enjoyment
 - ii) encourage both teams
 - iii) set a good example
 - iv) encourage the pursuit of personal excellence
- Be consistent, courteous and helpful toward all participants.
- Use common sense to ensure that the 'spirit of the game' for children is not lost by overcalling violations.
- Ensure that adequate supervision is provided by qualified and competent coaches and officials capable of developing appropriate sports behaviour and skill technique, and that these officials are given the opportunity to improve their coaching and officiating.
- Remember that children play for enjoyment, downplay the importance of rewards.
- Avoid allowing children's sports programs to become primarily spectator entertainment. Focus on the needs of the participants rather than the enjoyment of the spectators.
- Support School Sport Australia's policy of a smoke and alcohol free environment