



GLEN OSMOND PRIMARY SCHOOL

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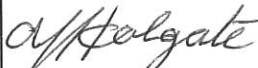

Website: www.glenosps.sa.edu.au



Government
of South Australia
Department for Education

“Learning for Life - Aiming for Excellence”

Out of School Hours Sports Policy

Related legislation	<i>Education Act and Children’s Services Act</i>
Related policies, procedures, guidelines	<i>National Junior Sports policy Guidelines for the development of Junior Sport in South Australia DfE Sporting and adventure activities standard GOPS Out of School Hours Sports Code of Conduct GOPS Behaviour support policy GOPS Bullying prevention policy and plan</i>
Endorsed by Governing Council	 Chairperson <i>Amber Holgate</i>  Principal <i>Garry North</i>
Endorsed by Governing Council	<i>August 2025</i>
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Glen Osmond Primary School Out of School Hours Sport Policy

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Out of School Hours Sport Glen Osmond Primary School

STATEMENT

Glen Osmond's Out of School Hours Sports program aims to encourage the participation of all students in a variety of sporting activities, develop sporting skills in our students, promote fun and enjoyment through sport and highlight the importance of fair play.

There are many opportunities for participation and involvement in a range of sports at Glen Osmond Primary School. Many of these opportunities are part of the Out of School Hours Sports program 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.

Whilst all coaches and team managers must have completed the GOPS Volunteer registration, all families are required to support teams rosters such as scoring and time keeping as a part of the registration process.

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.

OBJECTIVES

The key objectives for Out of School Hours Sport:

- Provide opportunities for all children to participate regardless of ability.
- Provide a safe, healthy and friendly environment that encourages a sense of personal achievement, identity and satisfaction.
- Provide equitable opportunities to participate.
- Provide programs for the teaching of skills and preparation for competition.
- Encourages enjoyment, the development of self-esteem and confidence.
- An awareness and understanding of fair play.
- Encourage cooperation through the development of team skills.

SPORTS COMMITTEE

The Sports Committee is a sub-committee of the Governing Council and advises council on matters related to school sport:

Sports Committee Membership comprises:

- o Principal or delegate
- o School Sports Coordinator (which may be the Principal delegate)
- o Governing Council Representative
- o Parent Coordinator / Representative of each sport

Role of the Principal

The Principal of Glen Osmond Primary School will:

- 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.
- Ensure compliance with the GOPS sports related policies and procedures

Role of Sports Committee

The Sport Committee will:

- operate as a sub-committee of the school Governing Council.
- be convened by the Out of Hours Sports Coordinator.
- have a membership that includes a staff representative and the Coordinator (or nominated parent representative) from each school sports group.

- meet twice 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 to sports team coaches and managers.

Role of Out of Hours Sports Coordinator

The Sports Committee is supported by a member of the school staff and is known as the Out of Hours Sports Coordinator. This role will monitor the effective management of school sports and

- be a member of and liaise with the Sport Committee.
- Organise TryBooking registration to open in week 1 of each term.
- 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 Sports Code of Conduct and Behaviour Support and Bullying Prevention plans during practice sessions and games.
- Ensure compliance with the GOPS Volunteer policy

Role of Individual Sport Code Co-ordinator

Prior to season commencing, in consultation with Out of Hours Sports Coordinator:

- Meet all requirements of GOPS volunteer policy
- organise teams and team numbers
- organise coaches, team managers and umpires/referees for the season with Out of Hours Sports Coordinator
- ensure all coaches and team managers are aware of child protection procedures outlined in the role specification
- register with association including any payment required (liaise with GOPS Admin)
- attend association meetings
- ensure practice times have been arranged and that the facilities are available and pass a copy of this to the Out of Hours Sports Coordinator.
- ensure there is enough equipment in good condition. Liaise with Out of Hours Sports Coordinator if replacement equipment is required
- distribute equipment keeping a list of where the items are and with whom.
- ensure team managers have completed rosters for parent volunteers

Beginning of season

- Distribute school sport uniform tops where applicable and ensure team managers keep records of who has which top.
- Distribute rules of game to all coaches and GOPS Sports Code of Conduct pamphlet via team managers.
- Distribute fixtures and practice time and location via team managers.
- ensure all teams have a first aid kit and check expiry dates. These kits can be collected and refilled via GOPS Admin.
- Liaise with association regarding changes to fixture times and locations.
- Continue to attend association meetings.

During season

- Maintain communication with Out of Hours Sports Coordinator , association, coaches, team managers and umpires.

End of season

- Ensure team managers and coaches return equipment. First Aid kits MUST be returned to GOPS Admin.
- Arrange replacement equipment if necessary.

Additional

- Attend Sport Committee Meetings (2 per term)

Role of Sports Coach

- Meet all requirements of the GOPS Volunteer Policy
- 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.
- Report incidents requiring follow up to the Out of School Hours Sports Coordinator.
- ensure players and parents have read and adhere to the GOPS Sports Code of Conduct. This will also be accessible via the school website.

Role of Team Manager

- Meet all requirements of the GOPS Volunteer Policy
- 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.
- Implement all child protection procedures outline in the GOPS role statement provided at induction.
- ensure players and parents have read and adhere to the GOPS Sports Code of Conduct. 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 and child safety protection requirements.
- support team rosters for scoring, linesperson, timer, oranges, morning tea etc as set out by the team manager
- 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.
- 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 Sports Code of Conduct– available from the team manager or Out of Hours Sports Code Coordinator.
- ensure players and parents have read and adhere to the GOPS Sports Code of Conduct. This will also be accessible via the school website.

Role of Students

Students will:

- follow the school's Behaviour Support policy and Bullying Prevention policy when participating in school sport teams.
- abide by the GOPS Sports Code of Conduct.
- 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

REGISTRATION AND PARTICIPATION

Registration

Glen Osmond Primary School uses an online registration link. Term 1 sports need registrations completed by the end of Week 5 of term 4 the year prior to the season commencing. Other sports need registrations completed by the end of Week 5 the term prior to their season beginning.

If there are not enough coaching / team manager volunteers, sports teams may not be offered and/or cancelled. Late player registrations will not be accepted.

Age Requirements

It is important that individual sporting rules and conditions are followed in accordance to the regulating body of that sport.

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.

Costs

Costs in relation to uniforms and/or other levies will be kept to a minimum. There are no discounts for second or subsequent children.

Full payment must accompany the completed registration.

- To be set by the Sports Sub-Committee in consultation with the school and Governing Council.
- As out of school hours sport is an optional activity the fee set by the committee must be paid during the registration process.
- Fees must be set at a level to ensure the group's continued financial viability but not to be exclusionary.
- Consideration for a reduction may be given to those in genuine need (school card, ect)

Coaches and Umpires

- There are no material or financial incentives provided to coaches or team managers
- All umpires will be volunteer unless set by the association of a particular code. Costs for paid umpires (as set by the association of a particular code) will be incorporated into the season fees

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 must be filled out by the coach and returned to the Out of School Hours Sports Coordinator if an incident required medical or behavioural follow up.
- The Out of School Hours Sports Coordinator 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.

Protective Equipment

Students are required to wear sport specific protective equipment (mouth guards, shin-guards, helmets, gloves, etc) which parents are to provide, students are not to play without sport specific protective equipment. As per the Glen Osmond Primary School Sunsmart policy, parents need to ensure that students are wearing hats, sunscreen and appropriate clothing/shade in Terms 1, 3 and 4 and whenever UV levels reach 3 and above at other times.

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. 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:

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

Step 2: Express your concern personally or by letter to the coordinator 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.

Step 3: Letter to the Governing Council Sports Committee - as above

Step 4: Approach the School Leadership Team.

INCLEMENT WEATHER

Most people understand the importance of physical activity for good health but it is just as important that, when levels of activity rise, the risk of harm is minimised. And it is even more important for those who have not recently or regularly taken part in sport or physical activity.

Modification or cancellation of events, training or withdrawal from participation may be appropriate in inclement conditions.

GOPS Out of Hours Sports teams will follow association policies in inclement conditions in game situations and GOPS Inclement weather expectations in practice situations.

OSHC and SPORT PRACTICE

Children who attend sports activities before and after school can be booked into OSHC. Parent must inform coach/ team manager if their child is attending OSHC.

- Arrival to and during the school sport practice, the Glen Osmond Primary School Out of School Hours Sports Policy applies.
- It is the school leader's duty of care and responsibility to make sure there is appropriate supervision and that children are safe during the out of school hour sports programs / practice.
- At the conclusion of the program / practice children will be escorted to OSHC by an authorised person.
- If the activity is before school, the authorised person must sign the child out from OSHC to attend the program / practice.
- If the activity is after school, children should not go to OSHC before attending the sports program/ practice
- Children must not be collected by a parent/caregiver from the sport program / practice without first signing the child out from OSHC.

UNIFORMS AND EQUIPMENT

- Children may be issued with uniforms for the duration of the season and parents will be expected to launder them and keep them in good condition.
- Uniforms should not be permanently 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.
- Individual protective equipment is compulsory and is the responsibility of the parent.
- Team equipment is the responsibility of the coach and team manager.
- An inventory of all kits and equipment should be undertaken at the end of each season.

MEDICAL AND CONSENT INFORMATION FORM

- A Medical and Consent information via the online registration MUST be completed for each child participating in any sporting activity prior to the commencement of the season.
- This information 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 Governing Council, sports coordinator and principal should have ready access to an up-to-date list of coaches, managers and volunteers.

In the event an injury requiring further medical treatment occurs the principal 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.

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. Glen Osmond Primary School Primary School believes it is important to provide guidelines and expectations of behaviour for students/players, coaches, parents, spectators, officials and for everyone else involved in sporting and adventure activities.

It is a condition of registration that all players and families are familiar with, and agree to, the GOPS Sports Code of Conduct.

PLAYERS CODE OF CONDUCT

As a player you will.....

- play for enjoyment
- be a good sport, deliberate violence or bad language should never be used towards opponents or coaches, umpires or referees
- work hard for your team mates as well as yourself
- treat all team mates and opponents with respect
- play by the rules
- cooperate with team mates, opponents and game officials
- control your behaviour on and off the field and during sports practice
- learn to value honest effort, skilled performance and improvement
- behave in a manner that respects the rights of others regardless of mediums of communication used for example digital mediums such as twitter, Facebook, email and texts
- respect and abide by officials' decisions.

Consequences for Players

- No uniform or appropriate protective gear – no play.
- For minor incidents, the coach has the authority to remove players from the field/court.
- For serious incidents the coach will remove the player from the field and at their earliest convenience refer the matter to the principal/delegate who will decide what action will be taken. The principal/delegate has the authority, if required, to suspend players from participation.

COACHES CODE OF CONDUCT

As a coach you will...

- encourage children to develop basic skills in a variety of sports, and avoid over specialisation in one sport or in one playing position
- ensure that efforts for both skill improvement and good sporting behaviour are acknowledged
- provide equal encouragement to girls and boys to participate, acquire skills and develop confidence
- recognise and cater for groups with special needs
- set a good example for your players
- all coaches should ensure that they are fully aware of the expectations and practices of the site
- encourage and create opportunities to develop individual skills
- teach a wide range of team skills and sound sportsmanship based on sound coaching principles
- make clear the site's expectations regarding courtesies, punctuality, behaviour and dress
- ensure that the sport, playing conditions, equipment and facilities are safe and appropriate to the age group and the skill development level of the players involved
- encourage the team captain to build their leadership skills and to model responsible behaviour
- teach your players to be friendly and respectful towards officials and opponents
- give all interested students a chance to participate in training and games
- remove from the field of play any player whose behaviour is not acceptable
- keep your own knowledge of coaching and the developments of the game up to date
- avoid any hint of criticism against the umpire or referee of a match
- ensure the consequences of inappropriate behaviour are clearly understood
- distribute a copy of this code of behaviour to teachers, coaches, players, parents, spectators and officials to ensure that all involved understand their authority and responsibility for fair play
- ensure that proper supervision is provided at all times.

Coach's Duty of Care

- The Coach is responsible for the safety of registered team members during practices and games/matches. By law, he/she is responsible to take 'all reasonable care'.
- After matches and practice; coaches, managers or supervising parents are to remain with waiting children until collected by OSHC staff 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, use emergency contacts
- 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 practice as per the team roster identified by the Team Manager. Parents are expected to attend and manage their own children (including siblings) during games.

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

As a parent you will ...

- encourage participation by your child(ren)
- provide a model of good sporting spirit for your child to copy
- be courteous and respectful in your communication with players, team/game officials and administrators
- encourage honest effort, team work and skilled performance
- make any new parents feel welcome on all occasions
- do not interfere with the conduct of any events
- make your presence and support as positive as possible
- when visiting another school, respect the host school's premises and rules.

SPECTATORS CODE OF CONDUCT

As a spectator you will...

- demonstrate appropriate social behaviour by avoiding offensive language, aggressive behaviour, harassing players, teachers, coaches or officials
- remember children play for fun and enjoyment. Don't let your behaviour detract from their enjoyment and never ridicule or yell at them for making mistakes or losing a competition
- let game officials conduct events without interference
- support skilled performances and team play with generous applause and congratulate all participants upon their performance regardless of the game's outcome
- demonstrate respect for opposing players and their supporters
- never ridicule a player for making a mistake
- respect the officials' decisions
- encourage players to play in accordance with the rules and the officials' decisions.

For all

- No person shall act towards or speak to any other person in a manner, or engage in any other conduct which threatens, disparages, vilifies or insults another person (the person vilified) on any basis, including but not limited to a person's race, religion, colour, descent or national or ethnic origin, special ability/disability or sexual orientation, preference or identity.

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.

June 2025