



Sports Policy



Blackwood Primary School Mission Statement

An IB school valuing, supporting and inspiring a community of lifelong learners

Sports Policy

Approved 1/12/2020

At Blackwood Primary School we provide a range of sporting opportunities, appropriate to the age, interest and sporting ability of the children.

We do this through:

- the Physical Education curriculum run by teachers during school time and PE specialist program
- sports competitions with other schools during out of school hours, organised by parents
- specialised sports clinics run during school time, e.g. Tri-skills, football, etc.

Our emphasis is on **participation, enjoyment** and the **development of individual and team skills**.

Sports Administration

All official sports competition with other schools is coordinated by the Blackwood Primary School Sports Committee acting as a subcommittee of the School Governing Council.

The rules, policies and guidelines pertaining to school sport at Blackwood Primary School are outlined in:

1. The Sports Policy and appendices

Sporting groups organised in accordance with this policy are represented on the Sports Committee and have the approval of the School Governing Council to organise all activities for that particular sport.

While sports competitions are organised by parents, the Principal and school staff is fully supportive of the sporting community and will give assistance by:

- Providing the use of a computer and photocopying facilities to the organisers of the teams as and when required
- Assisting with the maintenance of sporting equipment and facilities as required by the individual sporting group organisers
- Assisting with the distribution of sporting information between players and organising groups
- Assisting with funding and financial administration of the Sporting Groups
- Assisting with student behaviour



Sports Policy



Sports Committee membership

The Sports committee comprises of

- Co-ordinators from each sporting group
- Principal or nominee
- Any other interested person

The staff member coordinating SAPSASA may attend the meetings or provide a report.

One of the members of the Sports Committee should be on the School Governing Council

The role of the Sports Committee

- To promote the playing of sport by Blackwood Primary School students and to encourage parental involvement
- To promote the Codes of behaviour to parents, students, coaches and team officials
- To implement the relevant school and DE Sports policies
- To coordinate the playing and the organisation of sporting teams representing the School
- To provide advice on the school's involvement in SAPSASA events
- To make recommendations to Governing Council on improvements to school sporting facilities and equipment
- To act as the link between the sporting community of the School, the Staff and the Governing Council
- To make recommendations to School Council on funding for sporting groups
- To encourage all coaches to be involved in developmental courses, e.g. Department of Recreation and Sports - Coaching Children or accreditation courses for their sport.
- To have structures in place for continuance for the following season

The role of the Sports Coordinator

- To ensure that equal opportunity for participation is made available to all students
- To administer Sport in accordance with the school Sports Policy and Codes of Behaviour, other relevant school and DE policies and within the rules of any governing association under which the playing of sport is conducted
- To ensure Fees cover registration fees and charges, upkeep of equipment relevant to that Sport
- To keep parents fully informed of their child's participation via newsletters, notices, meetings etc
- To organise all activities for that particular sport within the Blackwood Primary School
- To assist in obtaining the services of Coaches, Team Managers etc and ensure all relevant information is provided to them, i.e. relevant forms, Sports Policy, Code of Behaviour etc
- To support and encourage Coaches to be accredited
- To assist in the registration of teams with relevant associations
- To ensure teams have appropriate equipment and uniforms and First Aid Kits which must be present at all practices and all games.
- To provide coaches/managers with completed Blackwood Primary School Sports Nomination Form and Out of School Hours Sport Medical Form BEFORE any student commences playing of sport
- To provide a representative on affiliated associations
- To provide Sports Committee the names of the elected officials, organisers and team officials for the sport
- To ensure coaches/managers submit a full list of players to School Finance Officer (for collection of agreed Fees)
- To ensure all coaches who do not have a child playing on the team they are coaching, have a DCSI police check.

Duty of Care

Coaches and team managers do not have a legal duty of care to students in their teams. It is the parent of the student who retains the duty of care at all out of school hours sport. During school hours the principal/teacher has duty of care.

However, coaches and team managers are expected to act as a responsible parent would. It is a very responsible duty and needs to be carried out carefully.

- Coaches need to ensure that all students have been collected by a parent at the conclusion of matches/practices or have left the grounds in the manner agreed (e.g. walked home, been transported by another parent etc).
- Students are not permitted to attend a practise if they are not a member of the team. Coaches/managers and other parents cannot be responsible for supervising other students, even if they are siblings. Other care arrangements (including OSHC) should be arranged for siblings.
- Parents must pick up their child promptly from practises and matches. Children not collected within 15 minutes of the end of practise, without notification, will be brought to the front office in the first instance and may be placed in OSHC and parents billed accordingly.



Sports Policy



Funding of Sports

Funding of sports competitions is the responsibility of the Sports Committee administering for each individual sport. Each sport should develop a budget for the season which will be covered by student fees and (if needed) a submission for the school budget in November each year for major equipment.

Funding arrangements could include:

- Subscriptions raised from the parent support groups
- Any fundraising activity considered appropriate and approved by the Principal and/or Governing Council. This can include sales during matches.
- To establish new sports or additional teams it is possible to request an initial grant from the Governing Council. This is best done as part of the school budget requests which are due by the end of October each year.
- If a sport becomes inactive, with the recommendation of the Sports Committee and the School Governing Council, a reserve of funds can be kept for later activity by that sport and excess funds may be utilised for the promotion of that sport (e.g. clinics) or other sporting activities.
- Teams that pay a weekly playing cost, such as basketball, may charge an additional amount to contribute to the cost of singlets, trophies and presentation events.

Funds are administered by the school's Finance Officer and monitored by the school's Finance Committee, but it is the responsibility of the sports committee to monitor their income and expenditure through the Budget Managers Report provided each quarter.

Team Selection

Students who participate in school sport represent their school. The school retains the right to veto or suspend participation based on inappropriate attitude, behaviour or unsatisfactory work ethic.

- **School Sports Teams:** For normal competition the emphasis is on participation and every attempt will be made to provide an opportunity to all students to be involved. The coordinator will ensure that wherever possible teams are nominated in grades which will provide appropriate challenge with some opportunity for success.

Students will share in the participation time available within a game or carnival. When there are more players than places on the team, a roster system will be established to allow every player the opportunity to participate.

Where there is more than one team in a grade, the Co-ordinator and coaches will ensure that teams are balanced with regard to experience and ability.

If players are required to fill a team in a higher grade, the Co-ordinator and coaches will base selection on developmental requirements, skill, experience and attributes such as behaviour and social maturity.

The name "Blackwood Primary" will be included in the team name on the nomination

- **Composite Teams:** If a full team cannot be fielded, students will be offered the option of playing in a Composite Team with another school, in order to give the opportunity of participation. At the commencement of the season, one school must be nominated as the 'primary organiser' and therefore the team will play under that School's Sports Policy.



Sports Policy



SAPSASA Teams

Blackwood Primary School supports and encourages the participation of students in SAPSASA with the joint effort of staff and parents to give students between the ages of 10 years and 13 years the opportunity at inter-school competition.

The Principal or nominee will send out a note highlighting SAPSASA options for students. Wherever possible, SAPSASA Team selection is undertaken by more than one person (e.g. a SAPSASA Staff Rep and a sports coach). Selection is on merit, as limited teams/positions are available. Where students have similar ability, preference will be given to the higher year level.

The SAPSASA Sports Policy is outlined in Appendix 3.

Weather and other cancellations

The following guidelines apply to practices, matches and SAPSASA events.

- **Hot weather.** For practices between the hours of 9am and 5pm, if the temperature is forecast to be 37degrees or above on the BOM government website www.bom.sa.gov.au then practices will be cancelled. Coaches should contact the school to confirm the cancellation of practices. For games 'refer to guidelines of respective sporting associations'
- **Wet weather.** This is at the coaches' discretion, but students should not play or practice in thunderstorms or gale force winds/dust storms. Coaches should contact the school by 2.00pm on Tuesday-Thursday and 1.00pm on Mondays to confirm the cancellation of practices.
- **Emergency.** From time to time it may be necessary for coaches to cancel a practise on short notice. Coaches should contact the school ASAP, and definitely by 2.00pm on the day of practise to inform of the cancellation.

When practices are cancelled, the coach of the team will advise players of the cancellation, allow students to contact their parent by phone if necessary .

Parents can contact the school after 2.30pm to find out if practise has been cancelled.

The school recommends that parents:

1. *register their children with Out of School Hours Care (OSHC) as a safeguard against unforeseen events.*
2. *have an agreed plan of action with their child if practises are cancelled, e.g. walk home at 3.20, go to OSHC etc.*

At matches coaches will take into account the weather conditions and negotiate with the opposing team coach to modify the game if necessary, e.g. reduce the overs bowled per batsman, the length of the match or the drinks breaks.

Sport Uniforms and Equipment

- Students should wear team uniforms of school colours. To minimise costs to parents, appropriate tops for each sport are available for loan with a signed agreement.
- For outdoor competition, teams / individuals where possible should comply with the School Sunsmart Policy, including the wearing of hats.

No student will be permitted to participate in School Sports without using the correct protective equipment.

Trophies and Awards

Primary aged children enjoy the rituals of sporting competition and learn important lessons about sporting etiquette through these presentations, such as handshakes, short speeches of thanks and congratulating winning team mates etc.

Each sport will organise and present an annual recognition of participation. The cost of trophies, awards etc should be included in the registration fees.

Any sponsorship of sports teams or awards must be appropriate to the age of the students, DfE and School policies and must be approved by the Governing Council.

Grievance Procedure

In the first instance complaints should be taken up with the Sport's Co-ordinator, who will bring this matter to the Principal or Nominee if deemed necessary

Student Behaviour

The behaviour expected of Blackwood Primary School students is outlined in the Code of Behaviour. When issues arise because of students' misbehaviour the following procedure should be followed:

1. The coach should withdraw the child from the practise or match and clearly outline the behaviour that is inappropriate. When the child is calm and compliant he/she rejoins the team.
2. Should the behaviour be repeated then the coach should withdraw the child for the remainder of the practise or match. The parents and Sport Coordinator should be notified of the problem.
3. Should the behaviour be ongoing, e.g. not listening to the coach, the coach may notify the Sport Coordinator and take the matter to the principal or nominee.
4. Prior to a child being withdrawn from a team due to poor behaviour the principal or nominee will speak to the child and inform the parents in writing.

Non Player Behaviour

School sport is about children learning skills and having fun with their peers. We need to provide a positive environment for this to occur and it is inappropriate for children to see people modelling bad behaviour.

There should therefore be no abuse, either verbal or physical, of umpires, spectators, players or officials. This includes parents/caregivers abusing their own children.

If the problem person is from Blackwood:

1. The Coach/Manager will speak calmly and quietly and ask them to stop the behaviour.
2. The Coach/Manager will ask the person to leave if they persist with the behaviour.
3. If the behaviour is serious or repeated the Coach should refer the matter to the Sport Coordinator and principal or nominee who will investigate. The person may be put on a 'good behaviour' bond.
4. Repeated poor behaviour may result in the person being suspended from attending matches.

If the problem person is from the opposing team:

1. The Coach/Manager will talk to the opposition coach to ask if he/she can stop the abusive person.
2. The Coach/Manager will speak to our people to ensure that they do not get involved.
3. The Coach, manager or other Blackwood people should be nominated to take note of what occurs and pass it on to the Sport Coordinator and Principal or nominee to investigate.
4. If action is necessary the principal will be asked to contact the other school to report the problem.

At no time should any Blackwood person approach another school directly to complain.

Organisational Matters

Grounds preparation

This can include line marking, assembling and disassembling goals, covering the pitch and requests for use and shifting of equipment such as shades, barbecues etc.

Sports groups work in conjunction with the groundsman on this matter. Because this work is labour-intensive and very often WHS requirements outline more than one person to shift the equipment, it is expected that sporting groups assist the groundsman wherever possible. This is often achieved through a 'working bee' at the start of the season or by including tasks in any planned whole school working bee.

First Aid Kits

It is mandatory that the coach/team manager have a suitable first aid kit on hand for both training and matches. Teams playing at the Blackwood Recreation Centre have the use of that centre's first aid kits.

Kits are provided by the school at the start of each season and items will be re-stocked when requested during the season. Costs will be met by the individual sports.

Kits are checked in and out of the school office and must be returned within 2 weeks of the end of season.

Sports Shed

Each sporting group has an allocated storage area. It is the responsibility of each sporting group to maintain an inventory of equipment and to re-stock at the end of each season to be ready for the following year.

Each sporting group should maintain their storage area in a good state.

It is important for student safety (and particularly that of preschoolers and younger siblings) that the storage area is kept locked, even during practises and is only unlocked and entered by adults/coaches.



Sports Policy



Keys

Keys issued to each sporting group include:

- Storage area
- Toilet
- Front gate. This should only be opened to allow access to emergency vehicles and to load/unload equipment. It should not be opened to gain further car parking, as the vehicle traffic presents a threat to student safety.

Keys are issued and signed for by team coaches and must be returned within a week of the last match of the season.

Security is an important consideration in schools. It is not acceptable to replicate keys. Extra keys can be requested and signed for at the school office.

Purchase of Equipment

Equipment can be sourced, purchased and paid for by with the Front Office and the school finance officer. The Principal or nominee must approve all purchases, which should be made using a school purchase order.

The school does not operate a 'petty cash' system. People who make and pay for purchases should present a receipt containing the following information: ABN Number, the GST included and TAX INVOICE printed at the top of the receipt. A school cheque or bank transfer for reimbursement will be issued within 7 working days.