



ST JOSEPH'S SCHOOL HINDMARSH

OUT OF SCHOOL HOURS SPORT GUIDELINES



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1 INTRODUCTION

This document has been prepared using the Physical Education & Sport guidelines of the South Australian Catholic Education Office and the framework for sport established by the South Australian Department of Recreation & Sport in partnership with Sporting Associations.

1.1 Physical Education & Sport Guidelines

The Catholic Education Office guidelines provide an outline of:

- Why children play sport
- The value of sport
- When children should play sport
- The appropriate values of Competition and Winning
- Codes of behaviour

1.2 Junior Sports Policy

The Department of Recreation & Sport policy provides the framework for the modification of sports to ensure their suitability for the age of the participants.

2 PHILOSOPHY

St Joseph's School Hindmarsh values the benefits of sporting activities that are primarily for the development of children's sportsmanship, skills and awareness of the variety of sporting activities available to them.

3 TEAM NOMINATIONS

A team nomination cannot be accepted without the participation of a coach with all appropriate background checks in line with the South Australian Catholic Education Office. We rely on staff, parents and other family members for the coaching and other tasks involved in managing a sports team appropriately. Volunteers are encouraged to gain coaching accreditation that will assist in them fulfilling their role.

Before the nomination of a sports team, consideration must be given to the commitment being made by parents and children. Children are encouraged to meet the commitment expressed in the code of conduct.

To be eligible to participate in school sport all children must be enrolled as students of St Joseph's and complete the appropriate nomination and permission forms.



The school will ensure that parental approval is obtained prior to the involvement of students taking part in training sessions and matches.

Nomination forms and processes are attached as Appendix 1.

3.1 Parental Responsibilities

3.1.1 Medical Conditions

- Parents must provide details of any medical condition, which might influence a student's participation, prior to involvement
- Parents of students with specific or serious medical problems should consult with the school and the coaches concerning the administration of first aid and medication
- Children are to carry their medication with them at practices and matches eg asthma puffers, epipen, etc

3.1.2 Custody Orders

Parents are to advise the Sports Coordinator/Coach of custody orders/access arrangements in place regarding their child/children.

3.1.3 Non-attendance Advice

Parents must advise the appropriate coach as soon as possible if their child is unable to participate in a scheduled game. Where practical, a minimum of 24 hours notice should be given to avoid team penalties if a late forfeit ensues.

3.2 Information Sheets

Parental permission will be sought to compile team information that will contain the names and emergency telephone numbers of coaches and players, training times, uniform requirements and sport commitment. These will be distributed to each team member to facilitate communication within the team in the event of changes to programs or cancellation of training.

4 SUPERVISION

No child is to be left without supervision by an adult

- Students should not remain un-supervised on school grounds or other nominated training grounds waiting for training to commence. Out of School Hours Care is available if parents are unable to supervise children on school grounds before the commencement of training and normal charges will apply
- If children are left un-supervised on school grounds before training begins, staff will send them to Out of School Hours Care and the normal charges will apply.
- If children are not picked up on time after training they will be sent to Out of School Hours Care and normal charges will apply



- When children participate in sport, at training sessions or matches, it is the responsibility of parents to supervise other members of their family. Any children left unattended will be sent to Out of School Hours Care and be charged accordingly.

4.1 Matches & Training

- School will notify parents of the schedule of training and match times and venues
- Parents must be notified of changes to normal procedures
- Coaches must maintain supervision of children until the normal finishing time of training and/or matches unless otherwise arranged with individual parents
- Coaches must be informed if students are arriving and departing from the site if accompanied by another adult other than the child's parents.
- If there are unexpected changes in the weather, the coach is to remain with the children until parents arrive to pick them up. Coaches must make sure that they have a copy of student contact numbers with them both during training and at matches.
- Training sessions will not exceed any more than one hour in duration
- First Aid kit, access to a phone and toilet facilities must be available to teams using the school grounds after hours

4.2 Cancellations

- Where practicable, at least 24 hrs notice should be given if practice is to be cancelled
- If practices are cancelled with less notice, the coach shall be responsible for the notification of parents

4.3 Safety of Children

It is the responsibility of the coaches to ensure that:

- Children abide by the players contract and code of conduct
- The behaviour management policy is applied consistently
- Children are taught appropriate safety skills and procedures for the sport played
- The duration and intensity of training suits the needs and maturity of the children. Prevailing weather conditions must be considered regarding all training sessions
- Adequate protective equipment is available in sufficient quantities at practices and matches
- The grounds and facilities are in a safe condition
- Adequate first aid is available at practices and matches
- Children should, at all times, be responsible and make sure they have a drink bottle at practices and matches



4.4 Weather

4.4.1 Hot Weather

If the temperature is advertised in the “Advertiser” at 35 degrees or over all training sessions will automatically be cancelled for that day.

4.4.2 Wet Weather

Training will automatically be cancelled in wet weather. The coach remains responsible for the supervision of the children if an unexpected change of weather stops a training session.

4.5 Clothing

Protective clothing and equipment appropriate to each activity and sport should be worn by all participants

- Safety apparel and equipment must be available in appropriate sizes, quality and quantities
- Clothing should be appropriate for varying weather conditions
- Hats will be worn according to School policy
- Sun screen, provided by parents, should be worn where appropriate
- Appropriate footwear, of the correct size and with a good grip sole, is to be worn at all times for practice and matches
- Glasses should be strapped securely to the head
- Hair, long enough to create a possible hazard, should be covered, confined or tied back
- Fingernails must be cut short
- Accessories such as bracelets, necklaces, watches, rings and/or ear-rings should not be worn

4.6 Behaviour Management

Parents, Coaches and players should at all times abide by their codes of conduct and the children encouraged to honour their commitment as stated in the Players Contract. This sheet is signed by the student in the presence of their caregiver when nominating for a sport. At St Joseph's School the whole school community fosters the total development of students in a Christian environment and formulated in the light of the Gospels. This policy acknowledges that by supporting and empowering the students to grow in responsibility for their own learning and choices, we are affirming a lifelong process of growing into authentic personhood and freedom that we all share.

If players misconduct interferes with the sporting activity, which includes training, the coach must intervene by:

- **Step 1** *A reminder* of what is appropriate
- **Step 2** *An Affective Statement* addressing the situation



- **Step 3** A *Restorative Conversation* regarding the events deemed inappropriate, facilitated by the Sport Coordinator
- **Step 4** Suspension from the activity for a specified period, with a *Restorative Conference* with the school principal

If a player's misconduct is serious, they shall be suspended immediately from the activity and the incident reported to the School Sports Coordinator or Principal as soon as practicable.

If a player is suspended from an activity for a second time or for any acts of persistent or serious misbehaviour the coach must report the incident to School Sports Coordinator or Principal before the player is allowed to participate again.

5 ACCIDENTS AND/OR INJURIES

Any accident or injury, at training or matches, must be reported to the school as soon as possible. Injury report forms are available at the front office.

Employees, contractors and volunteers shall take reasonable care to protect their safety and avoid adversely affecting the health or safety of others through any act or omission while engaged in these activities.

Team officials appointed by the school are provided with the following cover:

- Voluntary workers personal accident cover
- Public liability insurance

5.1 Protection

A non-absorbent adhesive plaster must adequately cover all cuts and sores on exposed parts of the body.

5.2 First Aid

All coaches will receive a first aid kit, which is updated at the beginning of every season. A first aid booklet is also included

- Coaches are to ensure that they have access to the first aid kit at all training sessions as well as matches
- Each team must have an adult (Coach/Manager) responsible for first aid present at training and matches with Level 1 Basic Emergency Life Support accreditation. All other adults involved are encouraged to undertake an appropriate course of instruction eg. Basic Casualty Care, ASMF Management of Sports Injuries.
- Access to a telephone during both training and matches is most desirable



5.3 Ambulance Cover

In case of an EMERGENCY, the Coach is to make arrangements for a child to be taken to the most convenient medical care and the parent/s to pay all medical expenses which may be incurred on behalf of their child. Your child is NOT covered for the cost of an ambulance by the school if it is required during Out of School Hours Sport.

5.4 Emergency Numbers

Please be aware that when using a mobile phone to call emergency services, 000 is not automatically the number to call. Please check the particular numbers to call for an ambulance or fire response etc from mobile phones.

6 FEES AND PAYMENT OF ACCOUNTS

All Out of School Hours Sport fees must be payed within 7 days of receiving an account.

Any family experiencing hardship regarding payment of the fees are requested to contact the school before the due date.

Coaches are required to pay their own child's sport fees. We rely on volunteers to coach our teams and the costs need to be covered by all the children involved in the team.

The following is an example of the costs covered by the sports fees:

- Affiliation & Nomination fees
- Venue hire
- First Aid kits
- Equipment
- Uniform replacement
- Coaching materials
- Rewards
(trophies/medallions/certificates)
- Administration costs
- Coaching Courses (part funded)
- First Aid Courses (part funded)

7 SPONSORSHIP

All sponsorships of a sport and/or teams must comply with the Catholic Education South Australia (CESA) Physical Education & Sport guidelines.

All proposals for sponsorship must be submitted to the Sports Committee for approval.



8 EQUIPMENT

All equipment is provided by the School and remains the property of the school. Coaches needing additional equipment should contact the Sports Co-ordinator.

9 PRESENTATIONS/AWARDS

9.1 Awards

The participation of every child will be acknowledged at the end of the school year by the presentation of a recognition award.

These awards should be the same for all sports and teams and the Sports Coordination Committee is responsible for the selection of the appropriate style of awards for each year. (eg medallions, trophies, certificates)

Additional team awards can be made, with prior approval of the Sports Coordination Committee, but parents are asked to carefully consider the need for an equitable distribution of awards to all teams.

Awards recognising individual performances are not considered appropriate.

9.2 Presentations

The School will acknowledge each team by presenting them to a School Assembly immediately after each season or competition.

Where it is deemed appropriate by the Sports Committee, individual sports may also celebrate the completion of a season with a presentation event.

10 SPORT COORDINATION

10.1 School Sports Coordinator

The school's Sport Coordinator will be a member of the Sport Committee and be responsible for the preparation, distribution and collation of:

- Nomination forms
- Permission forms
- Student contracts
- Information forms
- Policies
- Other forms and notices as required

10.2 Sport Committee

The School Sport Co-ordination Committee shall meet at least once per school term. Its role is to assist with the administration of Out of School Hours Sport



in areas such as the following: (as required by the Catholic Education South Australia guidelines)

- Coordinating the sports teams for St Joseph's School
- Approval of all sponsorship proposals
- Selection/approval of the appropriate awards and presentation events for the sport/year
- Consultation with Parents & Sporting Bodies
- Taking minutes of meetings and consultations
- Recording the appointment of Officials
- Maintain financial records
- Adhering this policy

The committee should consist of the following members:

- School Sport Co-ordinator (acting as Chairperson)
- A minimum of 1 parent representing an individual sport



11 ANNEXES

Annex A	Codes of Conduct
Annex B	Forms
	Appendix 1 School Nomination and Commitment Form
	Appendix 2 Medical Forms
	Appendix 3 Player Permission Form & Information Sheets, Player's Contract
	Appendix 4 Coaches Forms
	Appendix 5 Trophies & Presentations
	Appendix 6 Respectful Relationships
Annex C	Catholic Education Policy

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