



Highgate School After School and Weekend Sport Policy

GUIDING PRINCIPLES FOR THE PROVISION OF AFTER SCHOOL AND WEEKEND SPORT AT HIGHGATE SCHOOL

Broad Participation

To provide activities for every student who wishes to participate in sport, at a level appropriate to their age, development and needs.

Developmentally Appropriate

All activities will be offered on the basis that they meet the developmental needs of our students.

Equality of Access

All students have the right to participate in a sporting program provided through, or facilitated by, the school.

This is inclusive of gender, disability and socio-economic disadvantage.

Learning Environment

Any program conducted by Highgate School must contribute to the positive learning of our children.

Sport is an extension of the health and physical education learning area and adult supervisors must both understand their role and be inducted in order to support the positive learning of the children in their care.

Safe Environments

Child Protection and Work Health and Safety are a priority at Highgate School.

Highgate School understands the need for children to be able to play sport in a safe environment and for adult coaches and supervisors to be safe.

Safety involves:

- the provision of safe and appropriate facilities and equipment
- the provision of suitably experienced or trained coaches/supervisors
- the provision of suitable umpires
- properly organised practices and matches
- provision of first aid kits and guidelines for dealing with an emergency

Adult Leadership

Adults in the form of parents, carers and teachers form the basis of the coaches and supervisors for After School and Weekend Sport at Highgate School.

It is important that Highgate School provides adults with an induction process that supports them in their role.

Highgate School will use a screening process, consistent with DECD policies, to ensure the appropriate identification of all adults coaching or supervising teams. All coaches will be recorded in Highgate School Governing Council minutes as volunteers of the school.

Student Leadership

The involvement of students in the organisation of their own sport and in the decision-making processes in games is an important aspect of their learning.

School and Community Links

Highgate School recognises that it cannot provide all the sporting experiences that students may wish to access.

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

In order to promote and engage students in sport throughout their life it is important for children to be linked with sport in their community.

THE ROLE OF THE SPORTS SUBCOMMITTEE

Highgate School Governing Council and the Principal are responsible for After School and Weekend Sport as a vital part of the extra curricular program.

The Sports Subcommittee oversees the management of the After School and Weekend Sport Program.

The role of the Sports Subcommittee is to provide opportunities for Highgate School students to participate in organised sports as members of Highgate School teams.

The Sports Subcommittee is responsible for recommending school policy for After School and Weekend Sport and for carrying out the following functions:

- Investigate and encourage the long-term viability of the various sports.
- Encourage and foster high parental involvement in the sports offered.
- Oversee sports grounds and facilities in conjunction with the grounds committee.
- Oversee equipment, fees and the day to day running of the various sports.
- Assist the school in managing and conducting sports activities.
- Keep Governing Council informed about the After School and Weekend Sports activities.
- Encourage and assist participation in coach education and accreditation courses.
- Where appropriate, prepare a budget, to be submitted to the finance committee, with respect to equipment, training and fees requirement.
- Liaise with, and provide information to the school community regarding appropriate community, DECD, or privately operated sports clinics and programs.

Membership of the Sports Subcommittee will be:

- The Sports Administrator
- A coordinator from each sport
- The physical education teacher/SAPSASA coordinator
- A representative from Governing Council
- Interested parents involved in After School and Weekend Sport

A Governing Council representative will be the convenor of the committee and will report on the activities of the Sports Subcommittee to the Governing Council.

THE ROLE OF THE SPORTS ADMINISTRATOR

The Sports Administrator works in cooperation with the Sports Subcommittee to assist in the administration of After School and Weekend Sport.

The Role of the Sports Administrator is to:

- Maintain the sports noticeboard.
- Appoint students to teams in liaison with coordinators.
- Organise training times in negotiation with coaches and/or team managers.
- Oversee the management of the individual sports' budgets.
- Provide a list of all coaches and team managers to Sports Subcommittee. This information will be tabled at Governing Council.
- Assist coordinators with communication to parents, students, coaches and team managers.
- Manage the succession planning and induction of new coordinators.
- Assist coordinators with the induction of new coaches.
- Assist coordinators with the distribution and collection of registration, medical and other forms.
- Assist Leadership or Sports staff, in conjunction with the representatives from the relevant sporting body, complaints or issues arising involving the behaviour of spectators, parents, players or coaches.
- Manage parent grievances in liaison with the Principal and, if appropriate, the teaching staff.
- Support coordinators in formulating annual budgets for individual sports.
- Assist coordinators in managing the accreditation process for coaches and managers.
- Process police clearances for all coaches.
- Liaise with the finance officer with respect to fees.
- Supporting staff in the organisation of SAPSASA events.
- Assist the coordinators with the end of season sports presentations.

THE ROLE OF THE SPORTS COORDINATORS

Each after school and weekend sport must have a Sport Coordinator. This may be a parent volunteer or a school staff member. The coordinator must be familiar with the After School and Weekend Sport Policy.

The role of the coordinator is to:

- Manage the process of collection of registration and medical forms.
- Appoint students to teams in liaison with the Sports Administrator.
- Manage the induction and succession planning of new coaches, with assistance from the Sports Administrator.
- Act as the liaison between the Sports Subcommittee and the appropriate sporting association that runs/manages their sport.
- Maintain close communication with the Sports Administrator, who is to be the first point of contact for all issues relating to their sport.
- Manage the budget set for their sport, in conjunction with the Sports Administrator.
- Organise the equipment required for their sport. All requests for purchase of equipment, uniforms etc to be directed to the Sports Administrator.

THE ROLE OF THE COACHES

- Where possible, coaches will be suitably qualified.
- Coaches need to provide consent for a police check and have clearance through this process before undertaking coaching duties.
- Highgate School recognises the significant influence and leadership role of the coach, and all coaches will be offered the opportunity to attend an appropriate coaching course. Courses will be funded by the sports budget.
- Coaches liaise with the Sports Administrator, the relevant Sport Coordinator, players and parents.
- Organise team practice sessions.
- Report any problems to the Sports Administrator and Sport Coordinator.
- Organise rosters as required, e.g. scorers, umpires, team captains.

- Ensure medical plans and emergency contact details are available at all practices and games.
- Provide information to assist the Physical Education teacher with SAPSASA selections.
- Assume the role of team manager if there is no team manager. Delegate jobs to parents as needed.
- Communicate needs for equipment and uniforms to the relevant Sport Coordinator.

SPORTING CODES OF CONDUCT

Highgate School expects the highest standards of behaviour from our players, coaches and their supporters.

Highgate School has adopted the Codes of Conduct as stated in “Keeping Sport Fun and Safe” and developed by the Australian Sports Commission.

Players’ Code

- Play by the rules.
- Never argue with an official. If you need clarification, have your coach or coordinator approach the official during a break or after the competition.
- Work equally hard for yourself and your team. Your team’s performance will benefit and so will you.
- Be a good sport. Applaud all good plays, whether they are made by your team or the opposition.
- Show respect to and acknowledge opponents and officials (e.g. shake hands before and after the game and say things like ‘good luck’, ‘thanks for the game’, ‘thanks ref’).
- Cooperate with your coach, teammates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please your parents and coaches.
- Play fair — no verbal abuse of officials, sledging other players (including vilification) or deliberately distracting or provoking an opponent.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Consequences for players

- No uniform or appropriate protective equipment – no play
- Non-registered players – no play
- Players will be excluded for a game or practice session for unacceptable behaviour at the coach’s discretion.
- Consequences of non-attendance at training will be at the coach’s discretion.
- Coach or team manager may informally remind parent or spectator of Player’s Code of Conduct.
- The Principal, in consultation with the Sports Administrator, Coach, Physical Education teacher and parents, decides disciplinary action for breaches of the Code of Conduct.

Parents and Spectators’ Code

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or not winning.
- Respect officials’ decisions and encourage children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators.
- Applaud good performance and efforts from all individuals and teams.
- Congratulate all participants, regardless of the game’s outcome.
- Condemn the use of violence, verbal abuse or vilification in any form, whether it is by spectators, coaches, officials or players.
- Support policy and practices (and lead by example) in relation to responsible use of alcohol, to child protection issues and to issues involving recreational and performance enhancing drugs.
- Support involvement in modified rules games and other junior development programs.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Coaches' Code

- Remember that young people participate for pleasure and winning is only part of the fun.
- Give young people the chance to try out different playing positions and different sports.
- Create opportunities for participants to learn appropriate sports behaviour as well as basic skills.
- Give priority to free play activities, skill learning and modified sports over highly structured competition.
- Keep up to date with coaching practices and qualifications and the principles of physical growth and development.
- Promote a culturally tolerant environment.
- Help young people understand that playing by the rules is their responsibility.
- Encourage young people to participate in administration, coaching and refereeing as well as playing.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Relate to officials in a courteous and polite way.
- Ensure that any physical contact with a young person is appropriate to the situation and necessary for the player's skill development.
- Implement relevant sport safety policies and practices.
- Implement policy and practices (and lead by example) in relation to responsible use of alcohol and in relation to recreational and performance enhancing drugs.
- Listen to your players and ensure that the time they spend with you is a positive experience.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Consequences for parents, spectators and coaches

- If there is an issue with a parent or spectator, the Coach, Sport Coordinator or Sports Administrator will informally remind him/her of the Code of Conduct.
- If there is an issue with a coach, the Sports Administrator will informally remind him/her of the Code of Conduct.
- In instances of repeated or more serious breaches of the code, action to be taken by the Principal in consultation with the Sports Administrator, Sport Coordinator and/or Coach.

PARENTAL RESPONSIBILITY

- Show appreciation for volunteer coaches, officials and administrators. Without them your child could not participate.
- Ensure that you advise the coach if your child cannot attend a match or practice. This will allow the coach to make alternative arrangements.
- Ensure that you make contact with the coach at all practices and matches.
- Please assist the coach with the supervision of all students and arrange with another parent to supervise your child if you are not able to stay for the match or practice.
- Pick up your child on time from practices and matches. Parents should check with the Sports Administrator or relevant Sport Coordinator regarding the necessity of protective equipment, such as mouth guards, for specific sports.

DUTY OF CARE

- This is an after hours activity and therefore the ultimate duty of care lies with the parent or caregiver.
- DECD guidelines state that coaches must have a Police Check. The cost of the Police Check will be met by Highgate School.
- All persons 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 or training session while they wait for the arrival of their parent/carer.
- Children who are not collected within 15 minutes of the scheduled practice finish time will be sent to Highgate Out of School Hours Care (OSHC). The parent/carer is responsible for the cost of this care.
- No child is allowed to leave any sporting venue unless accompanied by their parent/carer unless prior arrangements have been made.
- Parents who are not in attendance at sports practices or matches must ensure that their children are in the care of a responsible adult other than the coach.
- Students who are under 18 years of age may coach teams. When this is the case, there must be an adult in attendance who has responsibility for the welfare of the student coach and the players. Coaches who are under 18 must never be left on their own in charge of a team.

FIRST AID MANAGEMENT

- The Sports Administrator is responsible for the provision, and each coach is responsible for the upkeep of First Aid kits, which must be on hand for all practices and matches.
- Parents will provide any relevant medical information when registering their child for a school sport.
- Coaches/ managers must report to the 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 match.
- A sport uniform must be changed if it has blood on it.
- Minor First Aid can be administered. For serious cases call the ambulance who will assess the condition of the child. Contact the parents. Parents of the child will meet the cost of any ambulance required.
- The Sports Administrator will be informed of any accident.

INSURANCE

- The conditions under which volunteers are insured whilst undertaking volunteering tasks for DECD are set out in The Commissioner for Public Employment's – 'Standard 1 Volunteers in Government Agencies Appendix 1 – Insurance arrangements'.
- Parents are encouraged to arrange insurance for their child who is participating in sporting activities.

AGE REQUIREMENTS

- Students will generally be permitted to participate in competitive sport in the year in which the student turns 8, or when the student is in year 2.
- Association guidelines will be considered when students commence sport at Highgate School.
- All students will participate in teams in their year or age group.
- Only registered players are permitted to play. Players must only participate at their age appropriate level or in special circumstances one year-level above and only by prior arrangement with the Sports' Administrator.
- Under no circumstances is a year 3 or 4 student permitted to play in a year 6 or 7 competition.

REGISTRATION OF PLAYERS AND FEES

Registration of Highgate Students

- All students wishing to play sport must return a completed registration form prior to the commencement of the season.
- Registrations for various sports take place at different times of the year. Please pay attention to registration dates, as late registrations cannot always be accepted.
- Registration dates and cut-offs will be displayed on the sports noticeboard and, where possible, in the school newsletter.
- The registration fee must be paid at the finance office prior to the commencement of the season.
- The registration form will contain details regarding competition times and any special player equipment required. The form will request details concerning parental consent for the activity, fee applicable, parental volunteer assistance.
- A separate medical information form must be returned. The parent must supply a copy of any medical plan in place.

Outside Registrations

- Children not attending Highgate School should only be allowed to register for a team if there are insufficient numbers to form a team. Once registered, children are to be treated equally throughout the season of registration.

TEAM SELECTION POLICY

- The emphasis of our school sports program is on participation; our first priority is to provide Highgate School students with access to sporting opportunities that are enjoyable and commensurate with their age and ability.
- Selection for school sports teams is based on year level rather than ability/talent.
- Teams will be formed according to age/grade/seniority. Unless otherwise decided by the sporting association organising the competition entered, teams will not be selected on the basis of skill level.
- When a sporting association offers differing divisions, students may be grouped to participate at a standard commensurate with their abilities. The process should involve consultation with the Sports Administrator and the coaches involved.
- If insufficient numbers of Highgate School students are available to field a team in a particular sport, nearby schools will be invited to form a combined team.
- If students from nearby schools approach Highgate School to join a sporting team, they will be allowed to do so only if they are not taking the position of a Highgate School student.

UNIFORMS AND EQUIPMENT

- Uniforms on loan from the school must be worn for matches only.
- Children will be issued with uniforms for the duration of the season and parents are expected to launder them and keep them in good repair.
- Uniforms and equipment will be collected at the completion of the season by the coach or Sports Administrator.
- If items are lost or intentionally damaged, Highgate School reserves the right to request payment from the parent/carer for the cost of replacing the uniform.
- Children not wearing the designated uniform may not be permitted to play.
- Individual protective equipment is encouraged and is the responsibility of the parent and in some sports is compulsory (see **Protective Equipment**).
- Team equipment is the responsibility of the coach.
- The Sports Administrator will undertake an inventory of all kits and equipment at the end of each season.

PROTECTIVE EQUIPMENT

Coaches and/or team managers are responsible for ensuring that all sports equipment is safe and that all children wear the appropriate protective equipment. The following protective equipment must be worn at practices and matches to ensure the safety of the children.

- Cricket - helmets, protectors, batting gloves and pads are compulsory, subject to the grade of cricket. Broad brimmed hats are compulsory in all grades of cricket.
- Softball - helmets and gloves are compulsory.
- Football - mouth guards are compulsory.
- Soccer - mouth guards and shin guards are compulsory.
- Pedal Prix - bike helmets are compulsory.

INCLEMENT WEATHER POLICY

Sports practices and matches will be conducted in such a manner as to protect the health and safety of the students.

- After school sport practice is cancelled for hot weather when the predicted temperature for the day is 36 degrees or higher on www.bom.gov.au at 7am.
- The cancellation of before school practice is at the discretion of the coach.
- Standard procedure for cancellation of practice due to wet weather, waterlogged grounds or for any other reason is that the coach and/or team manager cancels the practice by notifying parents via the contact phone number supplied upon registration.
- Parents are expected to monitor the weather conditions and have their children collected early if the weather makes it impossible to practice.
- Parents are encouraged to ring the school or the coach to find out if practice is cancelled.
- Players and coaches are expected to attend all Saturday morning matches unless otherwise advised by the coach or coordinator. Coaches are to refer to the appropriate sporting association for any additional guidelines.
- Parents, coaches and team managers should encourage the use of sunscreen, drinking water and hats according to the school's Sun Smart Policy.

TRAINING

- Training is an important part of the sporting experience. Highgate School strongly supports the benefits of regular sports training. Parents are requested to inform the coach and or team manager if their child is unable to attend training.
- The coach, in negotiation with the Sports Administrator and players, will set training times.
- 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.

PARTICIPATION AWARDS

- Participation is the major focus of the Highgate School After School and Weekend Sports Programme.
- Children who participate in team sports will be acknowledged at the end of year sports break up and will receive an engraved trophy for each team sport they play.
- Some sports have perpetual trophies awarded to senior players at the end of the season. The selection panel for these awards includes the senior coach, team members, the Sports Administrator and/or the relevant Sports Coordinator. Only Highgate School students are eligible for perpetual awards.

ESTABLISHING A SCHOOL SPORTS TEAM

Parents wishing to establish a new sport team must adhere to the following procedures:

- Ensure there is a responsible adult prepared to coordinate the sport in the school and sufficient parent support to provide coaches and managers for individual teams.
- Contact the Sports Administrator.
- Seek endorsement of the school Sports Subcommittee which will forward a recommendation to the Governing Council to sanction.
- Once the request has been sanctioned, the Team Registration Form can be signed by the Principal or nominee and lodged with the appropriate sporting organisation.
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Guidelines

- Non-registered school teams are not permitted to wear the school uniform.
- The school uniform only to be worn by players representing the school.
- Prospective players cannot be recruited on the school grounds to represent non-school teams without the approval of the Principal or nominee.
- In establishing a school team the following needs to be considered:
 - Uniform (design, colour)
 - Medical Form
 - Emergency Contact Form
 - Cost for playing, including:
 - purchase of trophies
 - purchase and maintenance of equipment
 - inventory and storage of equipment
 - umpiring fees
 - team registration fees
 - coaching fees
 - uniform purchase and replacement costs
 - playing fees
 - purchase of medical kits

AFTER SCHOOL AND WEEKEND SPORT GRIEVANCE PROCEDURES FOR PARENTS

Introduction

The Sport subcommittee and coaches have a common objective to make sport a positive and rewarding experience for all participating children.

If parents have a concern about an aspect of the After School and Weekend Sport Program, the subcommittee requests that this process be followed. The process is structured to support parents to resolve concerns within an appropriate framework.

The Resolution Process

Please read the After School and Weekend Sport Policy, which is available on the school's website. After reading the policy you can:

Step 1.

Contact the team coach involved to discuss your concerns.

It is very important to be mindful that there is 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.

If you feel uncomfortable approaching the coach, a member of the Sports subcommittee or another parent familiar with the After School Sport and Weekend Sport Policy can support you to establish contact.

Step 2.

If you consider the issue you have raised is not resolved, outline your concerns in writing to the Sports Administrator. The Sports Administrator will respond and may request a meeting with you to discuss your concerns. The Sports Administrator will endeavour to resolve the issue in conjunction with the relevant Sports Coordinator.

Step 3.

If you are dissatisfied with the outcome make an appointment to see the Principal to discuss your concerns.

Step 4.

Having undertaken the above steps, if you feel that your grievance has not been adequately dealt with you should outline your concerns in writing to the Chairperson of Governing Council.

Important Points

- If you believe that the issue is of a **serious** nature it may be advisable to take the concern straight to the Principal.
- Throughout this process it is important to maintain confidentiality.

SAPSASA POLICY

SAPSASA (South Australian Primary Schools Amateur Sports Association) - Primary School Sport is part of the Department for Education and Child Development's School Sport Unit. SAPSASA works within the Department for Education and Child Development for the delivery of School Sport.

SAPSASA's Philosophy

Sport has been recognised by the Department of Education and Child Development (DECD) as an integral part of the curriculum.

The aim of sport is to promote and develop

- Pleasurable involvement in physical activity
- Cognitive, aesthetic, expressive, physical, cultural and social development
- Fitness and health
- Positive attitudes, character development, team building and 'being a good sport'

SAPSASA's Guiding Principles

Participation, developmental experiences and enjoyment are the intrinsic goals of competitive sport in primary schools.

- SAPSASA shall promote broad participation in sport as part of the curriculum in primary schools in South Australia and undertake to increase the quality and quantity of such activities as it may deem to be incidental or conducive, within existing legal frameworks. The aim of SAPSASA - Primary School Sport is to provide avenues for the development for primary age students who show ability in sports.
- SAPSASA's main aim is to develop a collective spirit of unity, cooperation and friendship in a positive, fun-filled, structured environment.
- SAPSASA sport is characterised by fun, enjoyment, participation, competition, challenge, character development and social interaction.
- SAPSASA is highly committed to establishing a wholesome competition structure so that children can benefit from their experiences. Competition is designed to be fun.
- Wholesome competition that is commensurate with the age, interest and ability of each child emphasises participation rather than winning or losing.
- Competition exists in the daily life of every child in sport and in most aspects of life.

The concerns that people have about competition are usually about the MANNER in which the competition has been conducted, that has led to detrimental effects on the child.

- ▪ Competition provides stimulation and challenges as well as opportunity to apply, test and further develop skills in game situation.
- ▪ Students should be satisfied with having competed to the best of their ability and spectator behaviour should reflect this emphasis. Losing should be a positive and challenging experience.

Competitions

The SAPSASA calendar of events will be displayed on the sports noticeboard and in the school newsletter at the beginning of each school year.

Knockout Teams: School-based teams that play against other school based teams until they are defeated. The selection process for these teams is defined in this policy. Highgate enters teams in basketball, football, netball, soccer, tennis and cricket.

District Carnivals: Students participate as a member of a Highgate School team against other schools in the South East Adelaide District. District Carnivals include the Swimming Carnival and the Athletics Carnival.

State Carnivals: Students participate in teams selected through District Trials. Schools are invited to send a given number of their 'most talented' players to these trials. The district teams compete in a carnival that runs for a week at various times during the year. Sports that form district representative teams include soccer, netball, football, cricket, softball, tennis, rugby, athletics,

swimming and hockey. A complete list can be found at <http://www.decd.sa.gov.au/sport/pages/sapsasa/listofsports/>

Selection Policy – Knockout Competition and District Carnivals

- If there is high interest in a sport, trials will be arranged by the SAPSASA coordinator/Physical Education teacher, with a selection panel of current senior coaches from the school.
- Trials will be open to all interested students in years 6 and 7.
- Selection will be based on ability, with priority given to year 7 students over year 6 students, if they are considered to have equal ability.
- The Physical Education teacher has the final decision on selection.
- If there are insufficient interested players in Year 7 and Year 6, the trials may be opened to year 5 students. This is at the discretion of the SAPSASA coordinator.
- Individual Sports - (Swimming, Athletics) - children must be in their 10th year or older. Selection is based on ability.
- The Physical Education teacher is responsible for selection of the coach for the SAPSASA school based teams.

Selection Policy – District Teams

- SAPSASA's selection policy states *“Selection for each district team should be based on ability, with as many district schools as possible represented. Priority is given to Year 7's over Year 6's, except it should be noted that Year 6 students could and should be selected before Year 7 students if, in the opinion of the coach/selectors, they have more ability. Team sport selection will be limited to children in their 11th year or older. Year 5's that meet the age criteria can only be selected if there are insufficient suitable players in Year 7 and Year 6 and if the School Sport Officer gives approval.”*