



FINAL

WESTBOURNE PARK PRIMARY SCHOOL

OUT-OF-SCHOOL SPORTS POLICY

2018

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Introduction

This policy outlines the guidelines and procedures to be implemented in relation to the provision of Out-of-School Sport at Westbourne Park Primary School. It clearly establishes roles and responsibilities of all involved in Out-of-School Sport. We ask that you read it carefully and implement the procedures as described.

The Junior Sports Framework developed in 2005 by the Australian Sports Commission supersedes the National Junior Sports Policy (1994). Elements of this policy document are based on the pre-existing National Junior Sports Policy, with the Sports Committee working towards aligning the policy within the guidelines of the new Junior Sports Framework.


At Westbourne Park Primary School, students in the year they turn 8 years of age, become eligible to participate in out-of-hours competitive school sports in accordance with the age-eligibility criteria of the various junior sporting associations affiliated with the Department for Education.

Prior to this age, students can train, learn or participate in a range of non-competitive sports as coordinated by the various after-hours sports offered.

Westbourne Park Primary School's Out-Of-School Sports Program is run by the Governing Council's Sports Sub-Committee. Members of the Sub-Committee include:

- Convenor - a member of the Governing Council
- Principal or nominee
- Coordinator for each sport played
- Interested Parents / Caregivers / Volunteers / Coaches / Managers

Parents / Caregivers / Volunteers are required to coach and manage teams. **In fact, without their help a team cannot be established.**



ROLES AND RESPONSIBILITIES

SPORTS SUB-COMMITTEE CONVENOR

Reports directly to Westbourne Park Primary Governing Council and its Chairperson and is responsible for:

- The implementation of all relevant school, Department for Education and National Junior Sports policies
- Organisation and maintenance of out-of-school hours school sporting competitions and including supporting school personnel in coordinating SAPSASA competitions
- Communication of the relevant Junior Sports guidelines and Codes of Behaviour that apply whilst representing Westbourne Park Primary School to students, coaches, managers and parents / caregivers.

The Convenor will:

- Encourage participation by as many students as possible
- Ensure access to as many sports for which the school can provide suitable coaching and competition
- Organise the Sports Sub-Committee to meet a minimum of once per term
- Take and distribute to committee members the minutes at these meetings
- Support each Sports Coordinator to organise and monitor the running of their sport
- Convey information and queries between the Sports Sub-Committee and Westbourne Park Primary Governing Council
- Convey details of teams, coaches and managers to Westbourne Park Primary Governing Council for ratification.

SPORTS COORDINATOR

Reports to the Sports Sub-Committee and its Convenor and is responsible for:

- Compliance with School, Department for Education and National Junior Sports Policies
- Consent to a DCSI (Department for Communities and Social Inclusion) Criminal History Check and completes a 2-hour RAN Volunteer Training session
- General organisation, communication and management of players, coaches and team managers
- Negotiation of team allocation with the Principal or his / her nominee prior to teams being registered
- Assisting school-based personnel in the organisation of SAPSASA events
- Monitoring the finances of their sport and bringing to the committee meetings any recommendations for purchases
- Attendance at relevant meetings (e.g. Association and Sports Sub-Committee meetings)
- Conducting an annual equipment inventory
- Allocation of equipment to teams as appropriate
- Compilation of a sport register for every team including details of Coach, Manager, Players (Teacher / Class), Registration Form (which includes Emergency Contact details) and training times which is to be held by the school's office staff. A copy of this register is to be held by the Coach or Manager of the relevant team. (See appendix for proforma.)
- Requesting purchase of equipment via the Sports Sub-Committee

COACHES

A Coach is required for each participating sports team. All Coaches report directly to the relevant Sports Coordinator. They are supported in attaining a Level O basic coaching certificate. Costs involved in gaining further accreditation may be subsidised and the Sports Sub-Committee manages this.

The Coach:

- Will comply with School, Department for Education and National Junior Sports Policies
- Consent to a DCSI (Department for Communities and Social Inclusion) Criminal History Check and completes a 2-hour RAN Volunteer Training session
- Holds a copy of the sports register for the team, that is available at trainings and matches, or ensures that the Manager holds a copy
- Organises optional training sessions and advises Front Office staff and team parents by 2pm when training is cancelled
- Supervises players at practice and games
- Encourages player development
- Is responsible for team equipment
- Ensures that first aid is administered as required
- Reports to Coordinator any problems, equipment requirements, general team progress
- Works with the Manager to ensure the team runs smoothly
- Is registered with the school (See appendix for Coach / Manager Form)
- Books oval / hall / court for suitable training time through the Finance Manager
- Takes on Manager's duties when necessary.

MANAGERS

If a Manager is nominated for a sports team they will support the Coach with relevant tasks to each sports team. All Managers report directly to the relevant team's Coach.

The Manager:

- Will comply with School, Department for Education and National Junior Sports Policies
- Holds a copy of the team's sports register that is available at trainings / matches if requested by the Coach
- Works with the Coach to ensure the team runs smoothly
- Distributes programs
- Contacts players if schedules change
- Organises scorers and other officials for each game
- Assists on game days
- Ensures record of game results are completed and sent to office staff for inclusion in the school newsletter
- Manages communication between Coaches, Parents / Caregivers and Coordinator as required
- Collects and manages first aid kit
- Arranges for the distribution and collection of uniforms where appropriate
- Is registered with the school (See appendix for Coach / Manager Form)
- Will consent to a DCSI Criminal History Check and complete a 2-hour RAN Volunteer Training session.

REGISTRATION OF PLAYERS

Registration forms, available on QKR, must be completed by each student intending to play a sport. One registration form per student per sport is required. All registration forms must be completed prior to the nominated due date. Any registration form submitted after this date will be added to a waiting list and the student contacted if a vacancy occurs in the sport that they have nominated for. Summer Sports nominated in term 4, prior to starting term 1 season.

The sports currently offered by the school are:

Basketball
Cricket

Netball
Soccer

Football
Pedal Prix

Volleyball

There is an expectation that Parents / Caregivers will be required to assist during the season from time to time. Sports Coordinators will be given a list of students who have completed and returned a registration form by the nominated due date and are then responsible for placing these students in teams in consultation with the Principal or nominee. Once students have been placed in teams with a nominated Coach and Manager, invoices for fees will be forwarded to families for payment. Sports fee payments are to be made via the School Finance Officer and **before a student can play in a team**. (Any Uniform Notes and Codes of Conduct must also be returned, signed, **before a student can play in a team**.)

FEES

By the end of each calendar year, the Sports Sub-Committee will establish a fee to be charged for each sport for the next calendar year which must cover the cost of the budget.

Fees are collected and receipts given, through the School Finance Officer. A record of fee payments is kept on the Fees Spreadsheet maintained by the School Finance Officer.

Fees must be paid by 3 weeks of sport commencement. No Pay, No Play.

Fees cover consumables, equipment, trophies, administration costs, registration of club sports nomination and insurance fees. Some sports will incur a weekly match fee. Fees are detailed on List of Sports / Coordinators / Cost sheet (see appendix).

TEAM SELECTION

Out-of-School Sport at Westbourne Park Primary School is about participation, playing games and having fun. It is about developing qualities such as a sense of self and self-worth, commitment, discipline, persistence and teamwork. **Excellence involves attitude and effort, rather than results.**

When registering teams the following guidelines apply:

- Teams are registered at their appropriate age / year level according to the procedures laid down for each individual sport
- A Coach and Manager must be identified and available for each team before registration
- Prior to registration, the Principal/delegate and Sports Convenor need to be informed of the number and age / year level of the teams to be registered.

When selecting teams for competition, the following guidelines apply:

- All players are to be treated equally (i.e. equal time, regardless of ability, during matches and balanced across the season)
- Players will be placed based on numbers and coaches available
- Teams are set by the Coordinator, Coaches, Sports Convenor and PE teacher to ensure that teams are balanced. Please note: teams are not allocated on a friendship basis and do not take into account parental/student requests.
- Pedal Prix has a team selection criteria in place
- If players are required to fill a team in a higher grade, the Coordinator and Coaches will base selection on developmental requirements, skill, experience and attributes (including social maturity).

ORGANISATIONAL MATTERS

Coordination of Grounds / Facilities:

It is expected that Coordinators, Team Managers and Coaches will communicate with each other and the school on this matter.

Hall, Gym, Oval and Court Bookings:

Bookings for team training must be made with either the Assistant Principal responsible for sport management or nominee or Finance Officer.

It is important that equitable use is made of the available school grounds and facilities. This is to be negotiated with either the Assistant Principal or Finance Officer after consultation with the relevant groups.

Grounds Marking:

Sports groups work in conjunction with the Groundsperson/PE teacher on this matter. It may be an expectation that sporting groups assist with this labour-intensive task. A line-marking machine is available.

First Aid Kits:

It is mandatory that Team Coaches / Managers have a suitable first aid kit on hand for all training and matches. Kits are provided by the school when they are not available at venues. The responsibility for replacement items rests with the Team Manager communicating with the school's first aid officer. First Aid Kits must be checked in and out through Front Office. It is essential that all kits are returned as soon as the season ends so that other sports can use them.

Keys:

Keys to the sports sheds and toilets are checked out to Coaches through the Front Office and must be returned on the first working day after the final match of each season. Keys are not to be lent to other parents.

The practice of cutting extra keys once they have been issued is not permitted and we rely on the honesty of Team Managers and Coaches in regard to this.

Please shut and lock the sports sheds and facilities when the appropriate equipment has been taken out. This will prevent unauthorised entry and ensure the security of the shed contents, as well as the safety of other students not involved in the training.

Cancellation of training and / or matches:

From time to time it is necessary for a Coach to cancel a training session. The following procedures should be carried out whenever training is cancelled.

- **Coach advises school (Phone 82717430) asap or before 2pm for afternoon training on the day of the training.**
- The Coach or School advises players of the cancellation, allows them to contact their Parent / Caregiver by phone if necessary and will allow them to remain in the Front Office until picked up.
- Parents / Caregivers are expected to collect their children before 3:30pm if training is cancelled. After this time, students will be sent to OSHC and Parents / Caregivers will be billed accordingly.
- The Coach will determine if training is to be cancelled due to the temperature being 35°C and above, wet conditions or according to venues' hot weather policies.

Parents / Caregivers will need to have made an alternative plan of action for their child to take when training is cancelled.

If there is any doubt that a match may have been cancelled, Parents / Caregivers are to contact the Coach of the team. If unable to contact the Coach, they should assume that the match has not been cancelled.

Pedal Prix training may be cancelled at the Coordinator's discretion. Team members will be notified via SMS.

Trophies:

At the end of each season, a presentation event will be held. Players who have paid for the season and played in at least half of the games for the season will be awarded a trophy. Sports Coordinators will organise the trophies within the Out-of-Hours Sports Budget.

Purchase of Equipment:

Equipment and items can either be ordered by the school, in consultation with the Coordinators and Sports Committee, or be ordered by the Coordinator directly using the School Purchase Order forms, which must be lodged through the Finance Officer.

Duty of Care:

Coaches and Managers who are supervising students during trainings, owe a duty of care to the students they are supervising. This extends to an expectation that they will act as a responsible parent / caregiver would. It is a very responsible duty and needs to be carried out fully. Pedal Prix Parents or nominated adults are expected to attend all weekend bike training.

Students are not permitted to attend training if they are not a member of the team.

Coaches conducting training in the School Hall / Gym must ensure that the students are under direct supervision at all times. Students who are waiting for the Coach to arrive must wait outside the building.

Coaches need to ensure that all students have been collected by Parents / Caregivers or, if authority has been given by a Parent / Caregiver, a child has left the school grounds on their own accord.

Parents / Caregivers must pick their child up promptly at the completion of training. Children not collected within 15 minutes will be taken to OSHC and parents will be billed accordingly.

Coaches need to advise the Principal of inappropriate behaviour of Parents / Caregivers and / or players on the next working day following the incident. It is suggested that the Coach remind the Parent / Caregiver and / or player concerned, about the codes of behaviour as soon as appropriate (see Code of Conduct). Coaches are to forward any incident requiring Principal intervention as soon as possible. An incident report proforma can be used to communicate the incident to the Principal (see Appendix).

Volunteer Policy:

Sports Coordinators, Coaches and Managers are voluntary workers who can make a significant contribution to the school community by giving their time and sharing their skills with others. Volunteers possess a wide range of interests and abilities that complement school programs, thus providing rich interactions and experiences for students.

The participation of volunteers at Westbourne Park Primary School is highly appreciated and valued. While the welfare of our students is our highest priority, we want to do everything possible to ensure that volunteers are provided with the necessary support to maximise their involvement in their role.

The Westbourne Park Primary School Volunteer Policy stipulates that all Sports Coaches who act in a volunteer capacity are required to complete and sign a Volunteer Agreement and Declaration Form and return it to the Principal. These are issued to Coaches upon appointment as well as an 'Information for Volunteers Brochure'.

Westbourne Park Primary School requires all Coordinators, Coaches and Managers to consent to a DCSI Criminal History Screening. Criminal History record checks are an integral part of the assessment of your suitability to work or volunteer to work with children in education, care worksites and programs.

The Government has also mandated that everyone who is involved in a Duty of Care capacity to children must complete a Responding to Neglect and Abuse Information Session. This session will be provided by the school, at no cost to the individual, for all Coordinators, Coaches and Team Managers.

It is also recommended that all Coordinators, Coaches and Managers complete on-line training at www.playbytherules.net.au to assist them in dealing with issues that may occur while involved in Out-of-School Sports in a voluntary capacity. If you need assistance with this training please contact the Assistant Principal who will assist you.

Fundraising:

The sports committee is responsible for pre-determining the fundraising events for the year. All revenue raised will help support Out-Of-School Sports with the aim to be self-sufficient. NB Whilst Pedal Prix exists within Out-Of-School Sports it does operate as a separate entity and therefore all fundraising pertaining to Pedal Prix will specifically support Pedal Prix.

BLOOD POLICY

At all times play must be stopped by an official to tend to any player who is injured or when an injury is suspected. "Personal safety is paramount". In the case of an open cut or abrasion where bleeding is evident, the injured player shall be withdrawn from the competition, by an official. They may not return until the bleeding has stopped, the wound is completely covered and any evident blood on the uniform or equipment has been removed.

SMOKING AND ALCOHOL POLICY

In line with Department for Education and Child Development policy, all official's / coaches / parents / spectators are reminded that smoking and the drinking of alcohol are prohibited during and outside school hours when students are present at school sports.

CODES OF CONDUCT

For further details, refer to the WPPS Parent/Carer; Player; Parent/Caregiver/Spectator and Coaches' Codes of Conduct (See Appendices).

Student Behaviour:

As outlined in the Westbourne Park Primary School Code of Conduct, students have agreed to:

- Play fairly and safely
- Play by the rules
- Cooperate with their Coach, team mates and opponents
- Abide by decisions, without argument or bad temper.

When issues arise because of student misbehaviour the following procedure should be followed:

- Coach / Manager should withdraw the child from the practice or match and clearly outline the behaviour that is inappropriate. The child then re-joins the group.
- Should the behaviour be repeated then the Coach / Manager should withdraw the child for the remainder of the practice / match. Parents / Caregivers and Sports Co-Coordinator are to be informed of the behaviour and consequence.
- Should the behaviour re-occur at following matches or practices, the Co-Coordinator / Coach should notify the Sports Convenor, who will take the issue to the Principal.

**** For breaches of the student behaviour code, coaches need to complete an incident report and forward it to the Principal / Nominee (see Appendix) who will discuss the matter with the reporting Coach, relevant Sports Coordinator and Sports Convenor, before taking appropriate action.

Parent / Caregiver Behaviour:

For supervision and safety reasons, all players must have a parent or nominated adult (over 18 years) at each game.

School Sport is all about children playing, having fun with peers and competing. It is not good for children to see any adults behaving badly. We need to ensure that children have a positive environment so that they can enjoy themselves. It is also up to Coaches and parents / caregivers to ensure that no-one abuses or intimidates Umpires. There should be no parent / caregiver initiated abuse (either physical or verbal) of spectators, umpires or players, including their own children.

Westbourne Park Primary School Problem Parents / Caregivers:

- Coach of the team should speak quietly and calmly to the problem parent / caregiver and ask them to stop.
- Coach will ask the parent / caregiver to leave if they persist with their behaviour.
- If the parent / caregiver will not comply, then the parent / caregiver needs to be reported to the Principal and the Sports Sub-Committee Convenor who will investigate and take action if required.
- The parent / caregiver may be put on a 'good behaviour' bond.
- If the behaviour is persistent, the parent / caregiver may be suspended from the next match or matches.

Opposition Problem Parents /Caregivers:

- The Coach will talk to opposition Coach to ask if he / she can stop the abuse by the parent / caregiver.
- The Coach needs to ensure that Westbourne Park Primary School parents / caregivers do not become involved.
- The Coach, Manager or a Westbourne Park parent / caregiver should take note of what has happened, and report to the Principal and Sports Subcommittee Convenor, who will investigate the matter.
- If action is recommended, the Principal will be asked to contact the other school to report the problem.
- At no time should any Westbourne Park Primary School parent / caregiver approach another school directly to complain.

**** For breaches of the Parent / Caregiver behaviour code, coaches need to complete an incident report and then forward it to the Principal / Nominee who will discuss the matter with the reporting Coach, relevant Sports Coordinator and Sports Convenor, before taking appropriate action.

Coach / Manager Behaviour:

Coaches must abide by the 'Code of Behaviour for Coaches / Managers' as outlined in the Sports Policy (see Appendix). If players and / or parents / caregivers have issues that they believe are in breach of this code, then a report must be made to the relevant Sports Coordinator, Sports Convenor or Principal / Nominee. An appropriate course of action will be taken; an incident report must be completed and kept on file at school.

Conflict Resolution:

Most problems are usually resolved quickly by just listening to the other person and taking the appropriate steps to solve the issue. However, from time to time, conflict may arise over school sport. If there is a problem then the following procedure needs to be followed:

1. Speak directly to the person with whom you have a problem.
2. If the problem is not resolved, approach the Team Manager or Coach for assistance to resolve the issue.
3. The Manager / Coach will take steps to resolve the matter. This may involve speaking to the Sports Coordinator or Sports Convenor.
4. The Manager / Coach will get back to the person who has raised the concern with an answer, solution or information regarding the steps that have been taken to resolve the issue.
5. If the problem remains, the person may speak directly with the Sports Coordinator in an attempt to resolve the issue.
6. If this is not satisfactory, the person may approach the Sports Convenor who will attempt to resolve the issue. This may involve speaking with the Chairperson of Governing Council or the Principal.
7. The Sports Convenor will get back to the person concerned with a resolution.

All reported problems must be recorded by the relevant person/s and forwarded to the Principal / Nominee where appropriate action in line with this policy will be taken. All incident reports will remain on school files.

Confidentiality:

The Sports Coordinators, Coaches / Managers, the Sports Convenor and Principal / Nominee who are responsible for implementing the Code of Behaviours, will keep confidential the names and details related to breaches of the code unless disclosure is necessary as part of the disciplinary or corrective process.

Should conflict remain, the Chairperson or Principal may take the issue to Governing Council for resolution.

ESTABLISHING NEW SPORTS

The Governing Council supports the establishment of new teams or sports. Communicate initial interest to the Sports Convenor to develop a proposal with groundwork including:

- The naming of a coach and team manager.
- The production of a list of interested players, details of registered Association, match and practice arrangements.
- The presentation of a budget.

Submissions are made to the Sports Subcommittee who will make recommendations to the Governing Council. If ratified by Governing Council the sport will be established.

SCHOOL WEBSITE

Westbourne Park Primary School website provides Parents / Caregivers with access to relevant and updated school information. From this website a link may exist to sites that contain relevant information for each sport.

INDIVIDUAL SPORTS INFORMATION

BASKETBALL:

Basketball is a competition offered over four terms to both boys and girls. There are mixed teams, girls' teams and boys' teams. Games are played at Wayville Basketball Stadium. It is our policy to submit teams that are evenly selected according to year level groups, in line with the Westbourne Park Primary School Out-of-School Sports Policy. Basketball is offered to children from years 2 to 7.

There is a weekly playing fee of \$5.50 charged by the stadium which also covers the provision of qualified and/or trainee umpires at each game, in addition to a small annual fee charged by the school.

Teams must supply scorers for each game.

The school supplies a blue/white singlet, which is to be returned at the end of season / year.

At the end of the year players in years 2-6 will receive a medal, and players in year 7 will receive a trophy if they have played in more than ½ the games for the season / year.

'HAVE-A-GO' CRICKET:

'Have-A-Go' cricket is designed for children who have not played cricket before. It is for all children, girls and boys, up to 8 years of age, but it generally attracts 6 and 7 year olds.

The program is run by SACA and organised at a local level. Each child pays a fee to SACA to join and be part of the program. For this they receive a hat, bat, ball, drink bottle, give-aways, newsletters, etc.

A weekly coaching session may occur on the school oval. Parents / Caregivers are encouraged to join in and learn skills so they can help their child.

CRICKET and KANGA CRICKET:

Cricket is a competitive sport held in Terms 1 and 4 for both girls and boys from Year 4 to Year 7. Kanga Cricket is a competitive sport held in Terms 1 and 4 for both girls and boys in either Year 2 or Year 3. Cricket operates under the supervision of the South Australian Cricket Association (SACA). Westbourne Park Primary School is in the Southern District Cricket Club region.

Junior Kanga, Senior Kanga and C grade cricket matches are played on Friday nights. Junior Kanga 5-6pm and Senior Kanga 6-7pm at Glandore Oval, South Road Glandore. C grade cricket is 5-7pm Fridays, home and away matches; home ground is Avenue Rd. Saturday mornings. A and B grade matches are played on Saturday mornings 8-11:30am at various local school venues. Coaches will advise match times. Match programming is organised by Southern District Cricket Club.

Practice sessions are held weekly during the season and are different for each grade. They are organised by team coaches. These sessions are skills based, with the intent of improving the players' performance.

There are 5 different grades of competition - Senior Division 1, Senior Division 2, Junior Division 1, Junior Division 2 and Kanga. Rules are modified for each grade. Cricket has the following team eligibility criteria:

- Year 7 Senior Division 1
- Year 6 Senior Division 2
- Year 5 Junior Division 1
- Year 4 Junior Division 2
- Year 3 Kanga
- Year 2 Kanga

Whilst adhering to the cricket team eligibility criteria, teams will be selected by the Co-ordinator liaising with the school Principal, or nominee.

A presentation event will be held at the end of the season.

Uniform: Senior and Junior grades – white shorts or long pants, white shirt and a broad brimmed hat.
 Kanga – navy blue school shorts, white school polo shirt and a broad brimmed hat.

NETBALL:

Netball is a winter sport open to both girls and boys in years 2-7. The school netball is organised by the South Australia Junior Netball Association (SAJNA).

Games are played on both Friday afternoons (upper primary) and Saturday mornings (junior and middle primary). Fridays are optional as years 5-7 can also play on Saturdays. Games are played at various school venues in our zoned area.

Coaches/team managers are most often volunteer based parents. Umpires are supplied by each venue and our school umpires are organised by the netball coordinator.

All players/parents/coaches are expected to adhere to good sportsmanship at all times and sign a code of conduct at the season start.

Uniform for years 2-6 is the school sports T-shirt and a royal blue netball skirt which are both available through the uniform shop. Years 6-7 are provided on loan a school netball dress.

Nibbles Netball is run in term 2 or 3 for girls and boys in Reception and Year 1.

SOCCER:

Westbourne Park Primary School Soccer is part of the Southern Districts Junior Soccer Association (SDJSA). It offers school-based competition against other schools (private and public). A portion of the nominated school sports levy goes to the Association which then provides us with organised competitions, match balls, carnivals and special training for players, coaches and parents.

Soccer is a Saturday morning competition for both boys and girls. Matches are played at varying times between 8am and 12pm at local school venues.

The players are grouped in ages, corresponding to year levels:

- Year 2 (Under 8s): eight players on the field. Players must be in Year 2.
- Year 3 (Under 9s): nine players on the field. Players must be no older than 9 (or turning 9) in that year.
- Year 4 (Under 10s): ten players on the field. Players must be no older than 10 (or turning 10) in that year.
- Year 5 (Under 11s): eleven players on the field. Players must be no older than 11 (or turning 11) in that year.
- Year 6/7 (Seniors): eleven players on the field. Players are generally in year 6 and 7 but can be any age.

All of the above teams play in a friendly, 'non-competitive' competition (i.e. scores are kept to monitor if teams are in the correct division, but no finals are played).

Modified rules are played to suit each age group.

Each age group has a night time carnival where all schools with teams in that age group compete.

A knockout soccer competition is run for the Seniors by SAPSASA during the season which is not division based, but in which every registered school competes- this is coordinated by the school PE teacher and children must trial to be in the team. There is one overall winner.

The Coordinator must:

- Attend all SDJSA meetings throughout the season.
- Contact the schools we play to organise times and venues (The Association provides a fixtures list).
- Pass this information to the respective coaches
- Coordinate home ground games
- Coordinate home day fundraising BBQs
- Organise the marking of the soccer pitch throughout the season.
- Organise the distribution and return of uniforms
- Organise the end of season medals and trophies

Coaches must:

- Organise referees for each home game (in consultation with co-ordinators who can organise paid referees where available)
- Organise a linesperson for each game

The Coordinator, Coaches and Managers work closely during the season and communication between these parties is extremely important.

Uniform: Soccer match shirt and shorts supplied (to be returned at the end of the season). Parents / Caregivers provide socks (available from the Uniform shop- royal blue with white stripe) soccer boots and compulsory shin pads.

A presentation event will be held at the end of the season.

FOOTBALL:

Westbourne Park Primary School is in the area allotted to the SANFL club of West Adelaide (hereafter WAFC).

A Saturday morning competition is organised by WAFC for girls and boys (turning 8 and over) and is played at 3 levels:

- Year 2/3, (with only sports-eligible Year 2 players) – 15 players on the field
- Year 4/5 – 15 players on the field
- Year 6/7 – 18 players on the field.

Modified rules are played to suit each level. No premierships are kept or finals played.

The school pays a registration fee for each team entered in the competition and WAFC supplies umpires, a program, 2 footballs for each team and the necessary forms for each game. In addition, WAFC gives the opportunity for talented players in years 6 and 7 to join in representative teams during the year and the chance for all year level teams to participate and play Mini-League football at a SANFL match and in some years to play a Little League match at Adelaide Oval.

Within the school, Football is run by the Out-of-School Hours Sports Committee. The Football Coordinator attends monthly meetings at WAFC, from February to September and is responsible for disseminating information from these meetings to Coaches, Team Managers, Out-of-School Hours Sports Committee and any other relevant persons.

Coach's Responsibilities:

- Conduct one training session per week, which is skills based and
- Coach team on Saturday morning, which includes putting players into positions for each game and in lower levels, making sure all of the players get a chance to try a variety of positions.

Team Manager's Responsibilities:

- Draw up and distribute duty rosters as needed
- Supply team sheet for the game, keep score, give team sheet to the Umpire at end of game, ascertain best players for own team and opposition
- Ring the Advertiser with results when Westbourne Park Primary School is the home team
- Complete school Sports Results Form and hand it in to the Front Office so results are published in the next school newsletter
- Be responsible for game day equipment i.e. sports bag, bell/horn, timer and return these at the end of the season.

At the conclusion of the season a presentation event is held and each player will receive a medal for Years 2/3, 4/5 and a trophy for 6/7 players.

Uniform: Guernsey (supplied), navy blue shorts, navy blue socks.
Wearing of mouth guards is strongly advised.

Auskick Program is run in Term 2 for girls and boys, 5-8 years old.

PEDAL PRIX:

Participation in Pedal Prix is available to all students in Year 6 and Year 7 at Westbourne Park Primary School. Teams may consist of up to 20 riders per team.

Pedal Prix Riders have the opportunity to compete in a 4 race National Series which is called the Australian Human Powered Vehicle (HPV) Super Series.

The Super Series involves 3 team relay races of 6 hours duration and one team relay race of 24 hours duration. However, race times and duration can change from year to year.

Pedal Prix Riders are required to attend supervised fortnightly weekend training and fitness training at school from approximately late March to early September, excluding holidays.

Pedal Prix has in place selection criteria for selecting teams.

Pedal Prix is a positive, values based program and as such students need to uphold the FRESH values in order to be allowed to participate.

Riders and parents / caregivers are required to adhere to the Westbourne Park Primary School Sporting codes of conduct.

Parent / Caregiver involvement in team activities such as lap timing, fundraising and catering is expected.

Required Uniform: Shirt

An information night for Pedal Prix will be held prior to the commencement of the season.

A presentation ceremony will be held at the end of the season.

APPENDICES:

SAPSASA INFORMATION CAN BE LOCATED ON THE FOLLOWING LINK

<https://www.education.sa.gov.au/teaching/sport/sports-and-competitions/sapsasa-state-carnivals-and-state-championships-eligibility-and-selection>

COACH / MANAGER REGISTRATION

NAME Coach Manager

ADDRESS
.....

TELEPHONE (H) (W)

(M) email:

SPORT TEAM

PRACTICE TIME MATCH TIME

CODE OF BEHAVIOUR FOR COACHES / MANAGERS

Coaches and Managers educate participants in the fundamentals and various techniques of a sport. Appropriately trained Coaches and Managers are vital to quality junior sports development.

They have a special responsibility to foster positive attitudes towards physical activity and sport, and to help young people develop physical, social and emotional sporting skills. They are a powerful influence on the continued involvement of juniors in sport.

I know and understand that Junior Sport Coaches / Managers will:

- Set an example of good sporting behaviour.
 - Encourage enjoyment of sport.
 - Cater for varying levels of ability so that all juniors have a 'fair go' (in practice and competition).
 - Provide equal encouragement to girls and boys to participate, acquire skills and develop confidence.
 - Prepare and conduct sessions based on sound coaching principles.
 - Set realistic standards and objectives for their juniors.
 - Put more stress on effort than outcome.
 - Ensure that the consequences of inappropriate behaviour are clearly understood.
 - Keep up to date on junior sport coaching developments.
- As a Coach / Manager at Westbourne Park Primary School I agree to uphold the Westbourne Park Primary School Sports Policy and Code of Behaviour for Coaches / Managers.

Signature

Parent / Caregiver

Date

SPORTS TEAM INFORMATION FOR PARENTS / CAREGIVERS

Dear Parents / Caregivers,

Your child has registered to play with the school team.
This sheet is intended to provide you with the relevant information.

- **TEAM**
- **ASSOCIATION**
- **COACH** **PHONE**
- **TEAM MANAGER**..... **PHONE**
- **PRACTICE DAY/TIME** **MATCH/DAYTIME**
..... **EMAIL**

- Students will be advised if practices or matches are to be cancelled, or if special practice sessions have been arranged. If you have not been notified otherwise, attend practices and matches as usual.

- **Uniform Requirements**

- Your assistance may be required from time to time to transport children to matches.
- It is expected that a player will commit to his / her sport for an entire season, (no refunds or half fees are permitted.) Each player's participation will be acknowledged at the completion of a season when trophies are presented.
- It is a requirement that Parents / Caregivers and students read, sign and abide by the Codes of Behaviour for involvement in Westbourne Park Primary Schools Sports.
- All players must have returned the completed / signed Registration Form, Uniform Note (Soccer, Basketball and Netball only), Code of Conduct and paid the sports fee before they can play in an Westbourne Park Primary School team.
- Parents / Caregivers must pick their child up promptly at the completion of practice. Children not collected within 15 minutes will be taken to OSHC and Parents / Caregivers will be billed accordingly.
- Coaches are instructed to telephone an ambulance if **URGENT MEDICAL ASSISTANCE** is required.

Please note that accident insurance is the responsibility of the Parent / Caregiver. The Department for Education accepts no general responsibility in the event of an accident involving students or visitors to the school.



WPPS Parent/Carer Code of Conduct

Teaching and learning are our core business. This document has been developed as a guideline to support positive relationships within the school community. Our FRESH values and Habits of Mind are fundamental in how we work together to ensure the best outcomes for students at WPPS. We are developing our students as self-managers and are also appreciative of volunteers who support our class programs.

Following Our Code of Conduct looks like:

- Being friendly and courteous; working together in a mutually trusting civilised and respectful manner
- Listening to others; maintaining non-aggressive behaviour
- Valuing the privacy of students, families and staff
- Communicating and responding positively to teacher communications
- Valuing and respecting the expertise and experience of staff
- Being open to new ideas and the viewpoints of others
- Dealing with issues constructively using the *Guidelines for Dealing with Issues* document
- Using social media positively
- Using the school's existing channels of communication to send a message to your child
- Participating in school life with positive intent
- Accessing school apps, emails and reading newsletters
- Keeping to timelines and RSVPs
- Making appointments and adhering to time constraints
- Listening to your child with an understanding that this is one perspective
- Supporting school decision making, adhering to procedures and supporting the school uniform code
- Encouraging children to be self-managers
- Living Above the Line – taking ownership for one's actions and taking responsibility

Not following our Code of Conduct looks like:

- Being aggressive, rude, intimidating or violent
- Staying beyond the drop off time without signing in
- Living below the line – blaming others
- Messaging/texting students during school time
- Being closed to the perspective of others
- Not being proactive in the education of your child
- Not following individual classroom and whole school communication protocols
- Not supporting school policies and procedures
- Gossiping in the community and/ or on social media and not following the *Guidelines for Dealing with Issues* document (see over)
- Approaching other people's children to discuss an issue
- Being rude to the people who work in the school
- Being rude to volunteers, coaches, officials and opposition at school sports events

We thank all families for following these guidelines to ensure a safe environment for all. Not following this Code of Conduct could result in restricted access to the classroom and school events such as sports. The first bell of the morning will signify the start of the day and a second bell will ring at 9am. Any parents/carers staying after this time, to support learning programs, will need to sign in at the classroom. We respectfully ask that, once the second bell rings, any parent/carers or visitor who is not volunteering to support in classrooms leaves the school grounds.



In accordance with Westbourne Park's R-7 School's 'Out of School Sports Policy'

Westbourne Park Primary School Sport would not be possible without the willing commitment of many voluntary officials and parents / caregivers.

It is important that these adults understand that they should provide an atmosphere in which young players can enjoy their experiences and improve their skills without stress and unreasonable expectations. Players should be aware of the lessons to be learnt through proper conduct on the sporting field, and should be encouraged by parents and coaches to display these attributes.

Note: For safety and supervision reasons, all players must have a parent/caregiver or nominated adult (over 18 years) at each game.



PLAYER CODE OF CONDUCT

- **Play by the rules.**
- **Never argue with an official.** If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- **Control your temper.** Verbal abuse of officials or other players, deliberately distracting or provoking an opponent is not acceptable or permitted in any sport.
- **Work equally hard for yourself and/or your team.** Your team's performance will benefit and so will you.
- **Be a good sport.** Applaud all good plays whether they be by your team or the opposition.
- **Be fair.** Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
- **Co-operate** with your coach, team-mates and opponents. Without them there would be no competition.
- **Remember it's for FUN!** Play for the fun of it, and not just to please parents and coaches.
- **Appreciate.** Show appreciation of volunteer coaches, officials / umpires etc. Without them there would be no team and you could not participate.
- **Dress Right.** Ensure that you are wearing the correct uniform with adequate footwear and suitably groomed.

PARENT/CAREGIVER/SPECTATOR CODE OF CONDUCT

- **It's Just For Fun**
 - Remember that children participate in sport for their enjoyment and pleasure, not yours.
 - Winning is only part of the fun.
 - Give positive comments that motivate and encourage continued effort and focus on your child's efforts and performance, not the score.
- **Control Your Temper**
 - Never ridicule or yell at a child for making a mistake or not winning.
 - Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials/umpires.
 - If you disagree with an official/umpire, raise the issue through the team's officials rather than question the official/umpire in public
 - If you consider a coach or official/umpire is treating your child unfairly, discuss the matter in a non-confrontational manner after the game to avoid embarrassing your child and yourself.
 - Condemn the use of violence in any form be it by parents, spectators, coaches, officials or players.
- **Be A Good Sport**
 - Applaud good performance and efforts from all individuals and teams and congratulate all participants, regardless of the game's outcome.
 - Respect officials'/umpires' decisions and teach children to do likewise.
- **Be Supportive**
 - Support involvement in modified rules games and other junior development programs.
 - Help the volunteer coach when needed.
 - Show appreciation of volunteer coaches, officials/umpires etc. Without them there would be no team and your child could not participate.
 - Encourage your child by attending the games/training where possible, but if unable to attend ensure that your child is picked up from the ground/court at the conclusion of the game or training. A fifteen minute period of grace is allowed before any unattended children will be taken to OSHC. Fees incurred will be the responsibility of the parent concerned.
- **Be Respectful**
 - Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
 - Do not coach from the sideline. The coach is responsible for coaching and the parents are to encourage the team.
- **Be Sensible**
 - Ensure your child does not play with an injury.
 - Ensure that your child has adequate clothing and footwear for the sport played and is protected from sun exposure by 15+ UV Sunscreen.
 - Be aware of any inclement weather policy for the sport that your child is participating in.

Grievance Procedures:

1. If you are unhappy with something that has taken place, raise the issue with the Coach after the sports practice or the game. Keep your discussion brief. Allow the Coach time to think about what you have said.
2. If you are still unhappy after the passage of time (weeks), raise the matter with the Sports Coordinator/Assistant Principal. The Assistant Principal will decide on action to resolve the issue, which may include referring the matter to the Sports Committee.

COACHES' CODE OF CONDUCT

Be reasonable in your demands on young player's time, energy and enthusiasm.

Teach your players that the rules of the sport are mutual agreements, which no one should evade or break.

Avoid over-playing the talented players. The 'just-average' players need and deserve equal time.

Remember that children participate for fun and enjoyment and that winning is only part of their motivation. Never ridicule or yell at the children for making mistakes or losing a competition.

Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.

Take into consideration the maturity level of the children, when scheduling and determining the length of practice times and competition.

Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches.

Follow the advice of a physician when determining when an injured player is ready to recommence training or competition.

Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of children.

Avoid use of derogatory language.

N.B. The Code of Conduct can also be located on the school's website.

✂.....✂.....

*Please return slip below to the Front Office **BEFORE COMMENCEMENT OF THE FIRST GAME.***

Codes of Conduct for Adults and Students

SPORT/S being played:

I have read and understand the above information regarding the codes of conduct for parents / caregivers / spectators and students.

Player's (full) Name: Room:

Student's Name: Signed: Date:

Parent's/Caregiver's Name: Signed: Date:

Team Information

(copy to be given to Front Office staff and Convenor)

Sport: _____ Date: _____

Level of Team: _____

Coordinator: _____ Phone No/s: _____

Coach: _____ Phone No/s: _____

Manager: _____ Phone No/s: _____

Training Day/Time: _____ Venue: _____

Team List:

Name	YrLevel	Parents'/Caregivers' Names	Phone/Email	Room No.

INCIDENT REPORT FORM

OFFENDER'S DETAILS

Name:	
Sport:	
Team (if relevant):	
Address:	
Contact phone:	

Date of incident:	
Time of incident:	
Location/venue:	

Which code was breached (tick one):

- Code of Conduct – Players
- Code of Conduct – Parents / Caregivers / Spectators
- Code of ethics – Coaches
- Other

Description of the incident:

Example: Mr. Joe Parent / Caregiver was heard yelling loudly at opposition players while watching his son play in an under-10 match.

Steps taken at the time of the incident to correct the behaviour:

Example: Mr. Sports Coordinator, who was present at the match, quietly advised Mr. Parent / Caregiver that his behaviour was inappropriate and in breach of the Parents / Caregivers and Spectators Code of Behaviour.

ACTION TAKEN

Date:	
Time:	
Forum: <i>Example: Meeting with Sports Coordinator, Sports Committee Convenor and Assistant Principal</i>	
Details of action taken (as per Conflict Resolution steps outlined in Sports Policy) <i>Example: Mr. Parent / Caregiver was advised he had breached the Parents' / Caregivers' Code of Behaviour. He was informed that future breaches could result in more significant action to be taken.</i>	
Status (tick one): <input type="checkbox"/> Dealt with at Sports Sub Committee Level <input type="checkbox"/> Referred on to Governing Council	
Name of reporter:	
Position:	
Signature:	

When completed this form is to be submitted to the relevant Sports Coordinator for further action if necessary. Sports Coordinator then to present at the next Out-of-School Hours Sports Committee meeting.