



Jesus said, "I am the vine,
You are the branches."
John 15.5

2006

GOLDEN GROVE LUTHERAN PRIMARY

Sports Information for Parents

for

GOLDEN GROVE LUTHERAN PRIMARY SCHOOL SPORTS HANDBOOK

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Organised Sport Policy - Reviewed 2005

UNDERLYING PRINCIPLES

1: The aim of Sport at Golden Grove Lutheran Primary School is to ***encourage participation, enjoyment, physical fitness and the building of self esteem and confidence, as well as acquiring the social skills required when being a part of a team.*** All children should have the opportunity to participate in, enjoy and develop through a variety of sporting experiences and modified game experiences.

2: At Golden Grove Lutheran opportunities are provided through participation in a number of avenues – fitness lessons, P.E. lessons, specialist coaching clinics, School Team Sports and SAPSASA type competitions.

3: In keeping with the school's Mission Statement, it is important that parents have an active role in their child's sport whether it be as a spectator, helper or coach

MANDATORY PROVISIONS

1: The Sports Policy Handbook shall include the following mandatory provisions:

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- a) Code of Ethics
- b) Team Nominations - staff/coordinator
- c) Age groupings
- d) Equal Opportunity
- e) Player safety
- f) Transport
- g) Indemnity
- h) Emergency Procedures

- 2: Composition of teams and selection of individuals shall be at the school's discretion
- 3: Sponsorship shall be approved by the Principal.
- 4: Adults involved in sports must have Volunteers clearance as per Volunteers Policy.

BASES OF DISCRETION

- 1: The Principal is empowered to intervene in situations where actions are contrary to the spirit of school sport.
- 2: Where the School offers a particular sport, and places are available for students, loyalty to the school team before joining an external team in the same discipline is expected.

RESOURCES

- 1: School Council shall allocate recurrent resources to ensure the needs of the Sports Program at the school can be met.
- 2: As is the case with most school sporting teams, parents will pay the required fees and subs to ensure the financial requirements of individual teams are met.
- 3: Guidelines and procedures for implementing the policy may be found in the Sports Policy Handbook, which is to be made available to staff, and to parents with direct contact with children participating in team sports, (eg, coaches, support staff). Copies are held by the School Sports Coordinator.

NEXT REVIEW DATE June 2006

CODE OF ETHICS

Coach's Code Of Behaviour:

- 1: Remember that children play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the children for making mistakes or losing a competition.
- 2: Remember that children need a coach they can respect. Be generous with your praise when it is deserved and set a good example.
- 3: Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development of children.
- 4: Avoid over-playing the talented players. All players need and deserve equal time.
- 5: Group players according to age, height, skills and physical maturity whenever possible to give a *reasonable* chance of success.
- 6: Be aware of any medical conditions your players may have.
- 7: Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.

- 8: Follow the advice of a physician when determining when an injured player is ready to play/train again.
- 9: Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests.
- 10: The scheduling and length of practice times and competitions should take into consideration the maturity level of the children.
- 11: Teach your players that rules of the game are mutual agreements which no one should evade or break.
- 12: Develop team respect for the ability of opponents, as well as for the judgement of officials and opposing coaches.
- 13: Be active in preventing all forms of sexual harassment. Be aware of and undertake Sexual Abuse Training.
- 14: The indemnity given to a coach, through the signing of an indemnity form is supported only if the above code is adhered to. The coaches' code with indemnity form are to be regarded as working in conjunction with each other. The same indemnity would be afforded to 'stand - in' or emergency coaches, provided the above code is adhered to.

Players' Code Of Behaviour

To promote values of sportsmanship and positive gamesmanship within our school, the following characteristics are to be encouraged:

Show Leadership by:

- accepting decisions whether they be right or wrong.
- never arguing with an official.
- encouraging team mates all the time.
- thinking of others before yourself.

Show Sportsmanlike behaviour on the field by:

- playing by the rules.
- always speaking positively to coaches, team mates, opponents, managers, parents and umpires.
- working equally hard for yourself and your team.
(Your team's performance will benefit, so will you).
- appreciating all good plays whether they be by your team or your opponent's team.

Show Respect and Courtesy by:

- co-operating with your coach, team mates, opponents and officials. Without them there would be no game.
- treating all players as you would like to be treated.
- Do not interfere with, bully or take advantage of another player.
- congratulate your opponents on their successes - do not brag to them about your own or your teams' successes.

Be Cool Under Pressure by:

- encouraging and urging team mates to lift the standard if the team is not playing well.

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- controlling your temper. Verbal abuse of officials or other players, deliberately distracting or provoking an opponent and throwing equipment is not acceptable or permitted in any sport.

Offer to Help in the Management of the Team by:

- checking and packing up equipment.
- helping coaches in any way at practice times.
- helping team manager and umpires on the match day.

Parent's/Spectator's Code of Behaviour:

- 1: Encourage the children to participate if they are interested.
- 2: Do not force an unwilling child to participate in sport.
- 3: Remember children are involved in organised sport for their enjoyment, not yours.
- 4: Encourage your child always to play by the rules.
- 5: Turn defeat into victory by helping your child work towards skill improvement and good sporting behaviour. Never ridicule or yell at your child for making a mistake or losing a competition.
- 6: Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- 7: Show respect for your team's opponents. Without them there would be no games.
- 8: Support all efforts to remove verbal and physical abuse from children's sporting activities.
- 9: Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
- 10: Do not publicly question the official's judgement and never their honesty.
- 11: Recognise the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your child, and should be fully supported and allowed to fulfil the coaching role without interference.
- 12: Parents/guardians are required to sign an 'indemnity form' (Appendix 2) which gives some protection to the coach and assistants only if the coaches' code is adhered to. If a form is not signed by the parent/guardian then their respective child/ren may not be allowed to train or play their particular sport.
- 13: Be prepared to help out if the need arises - eg, scoring.

1: Aims And Objectives Of Sport at Golden Grove Lutheran

- 1.1: To foster and support any viable sport and so encourage the highest percentage of children to take part.
- 1.2: To encourage mixed gender sports as appropriate.
- 1.3: To place emphasis on participation, co-operation, enjoyment and the development of group and individual skills rather than on competition.
- 1.4: To foster good team spirit.
- 1.5: To encourage open and effective communication between co-ordinators, coaches and parents.
- 1.6: To encourage parents to take a role in promoting the above aims and ideals.
- 1.7: To encourage parents to share in the responsibilities of conducting practices and matches.
- 1.8: To allow individual children or teams the opportunity to participate in SAPSASA competitions as deemed appropriate by the Staff and the Sports Committee.

1.9: That before the end of each year a "Sports Information Survey" is to be sent out to families concerning sport involvement for the following year.

1.10: That sport teams representing Golden Grove Lutheran Primary do so in a manner that is positive and supportive of the School's ideals.

2: Team Nominations

The Sports Coordinator needs flexibility in his/her choice of teams, depending on available numbers and the year level combinations involved. The Coordinator has final say in selection.

Priority is given to students who have a positive attitude towards training and matches and who are properly attired.

While every effort will be made to keep teams together from one season to the next, as appropriate, there will be situations where it will be necessary to form two teams of similar ability. When a particular association nominates/specifies divisions (eg A & B) in a particular age group, teams will be chosen on ability.

In general, every effort will be made at the younger year levels, to provide opportunities in experiencing a range of positions and roles within a sporting discipline. All players in all teams should be assured of a game on an equitable basis.

Pressure on teams arise when there are too few or too many players for any particular team. The Sports coordinator may determine an optimum number of players in a team, and restrict or limit numbers as required.

3: Age Groupings

Where possible, children should remain in the correct age groups, but where there are insufficient numbers to form a team, two age groups may amalgamate. It would not be sensible for widely differing age groups to combine.

4: Equal Opportunity

Girls and boys should have access to a team and competition in a sport of their choice. The School strives to offer a range of sports to both girls and boys and in doing so, we endeavour to comply with guidelines of the various sporting associations.

5: Representative Teams

Where representative teams are entered in events such as SAPSASA Knockout or other, similar competitions, it is appropriate to choose on ability. When the position of the game allows it, reserves should be given a generous opportunity to play.

6: Matches and Training

Strong, clear and timely communication and organisation is essential. Matches and training will go more smoothly if the following are attended to:

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- 6.1: Publish a schedule of training and match times and venues for both students and parents.
- 6.2: Notify parents of changes to normal procedures.
- 6.3: Ensure that training sessions and matches held after school finish early enough to allow students to arrive home before dark.
- 6.4: Maintain supervision of students until all students leave or are collected.
- 6.5: Take into account prevailing weather conditions when planning training sessions and matches. As a general guide, students should not take part in strenuous activity for more than 20 minutes if the temperature is forecast high (above 30oC) in the morning and/or the humidity is extreme. If the temperature exceeds the forecast, to 30oC or above at the time of training, the above must also apply. If the temperature is forecast above 33oC, then training outside must be cancelled, or rescheduled, eg later in the evening. Whether matches are played depends on the relevant association policy.
- 6.6: Schedule training sessions of a maximum of one hour duration for Middle Primary students; and one and a quarter hours duration for Upper Primary students. Two training sessions and a match per week should be the maximum frequency unless the particular nature of the sport necessitates variation to this guideline.
- 6.7: Encourage a variety of activities in training sessions, understanding that an over emphasis on a specific exercise or skill movement can lead to loss of interest and injury.
- 6.8: Eliminate activities and exercises which can be harmful to growing students.
- 6.9: Pay particular attention to warm up and cool down activities for students.
- 6.10: Ensure that toilet facilities are available to teams using the school grounds after hours.
- 6.11: Ensure that drinking facilities are available, particularly in warm weather.

7: Player Safety

The school will provide basic safety equipment required in any given sport (eg helmet for cricket). The provision of items of a personal nature such as mouthguards and shinpads are the responsibility of individual students. If the students choose not to adhere to this regulation then it is contrary to school policy.

For the purpose of skin protection, the wearing of the school cap/hat is compulsory for outdoor activities. 'Factor 15+' sunblock for all outdoor sporting activities is also strongly recommended.

For all outdoor Fitness or Physical Education lessons the school hat is. Sunscreen is also recommended.

8: Transport of Students Policy

UNDERLYING PRINCIPLES

The School has an obligation to keep students under its care safe at all times. Special consideration must be given to the manner in which students are transported to venues. The School recognises that transport of students by private car is generally the most economical way of reaching venues, but it is necessary to stipulate appropriate procedures when using volunteer drivers and/or vehicles.

PROCEDURES

Where children undertake an excursion or camp as part of their school curriculum, the preferred mode of transport shall be by bus.

The responsibility of travel arrangements for children involved in after-school sport or weekend sport lies with parents or caregivers – not the school.

The responsibility of travel arrangements for children involved in activities such as SAPSASA, public speaking, Junior Orator, and other activities that may involve individuals or small numbers of students lies with parents or caregivers – not the school.

The School's Volunteer Policy sets out in detail the obligations of volunteers. Only those volunteers who have met the expectations of the Volunteers Policy may be considered to transport children in those instances where a bus has been deemed inappropriate.

Staff should not transport children other than approval of parents or in an emergency.

Prior to using private vehicles, the following checks must be made; the responsibility for assessment of these checks lies with the class teacher.

The driver must:

- Be on the School register as a recognised Volunteer, as per Volunteers Policy
- Hold a full driver's licence (not provisional or learner's)
- Ensure his/her body is free from drugs and/or alcohol
- Ensure that there is no medical condition that may prejudice the safety of students being transported
- Do all that is reasonably practicable to ensure that all items in the vehicle are properly secured
- Complete the '*Transport of Other Students by Parents*' form
- Be familiar with, and act within recommended guidelines, the use of child restraints.
- Obey road rules and manufacturers' recommendations
- Wear a seatbelt and ensure all passengers wear a seatbelt.
- Ensure no child under twelve sits in the front seat of a vehicle with passenger side impact air bags.

The vehicle must:

- Be equipped with seatbelts
- Be equipped with approved child restraints and place children in vehicle as per manufacturer's specifications (eg only children of a certain age/size in front passenger seat)
- Be registered and in safe mechanical condition
- Be covered by a minimum third party property damage insurance policy.

The teacher must:

- Prepare, collect and collate permission slips, signed by a parent or authorised guardian, for each child travelling by private vehicle; the permission slip clearly states travel times and with whom each child will travel
- Promote the availability of information relating to approved child restraints

- Contact the Principal when unsure as to the suitability of a driver and/or vehicle.

BASES OF DISCRETION

Any variance to this policy must first seek clarification and clearance through the Principal or his/her delegate.

Only extenuating circumstances may be considered when seeking to transport students in a manner outside of this policy.

RESOURCES

This Policy is located in the School Council Policy Handbook, the Staff Handbook, and the Parents Information Handbook. They can be accessed from the school's intranet:

www.goldengrove.sa.edu.au/intranet

Similarly, it may be found on the School's Website at www.goldengrove.sa.edu.au

The RAA website – www.raa.net/page.asp?TerID=207 provides information regarding the recommended use of child restraints.

Transport of Other Students by Parents forms are located in Staff Handbook, and can also be downloaded from the school's intranet – staff/handbooks galore/transport

NEXT REVIEW DATE October 2006

9: Supervision Of Children

Sports games are not to be seen as a "creche":- parents are expected to be in attendance to support their child, team and coach, and in the event of a medical emergency. Similarly, in the event of a game finishing early the coach, etc., should not be left with a child waiting for the parent to arrive.

10: Payment Of Subs

The payment of subs must be received prior to the first match of the season, and where necessary, priority will be given to those players who have made appropriate payment of subs. Failure to pay subs will result in the exclusion of the child from the team.

11: SAPSASA Policy

SAPSASA organises district teams made up of representatives from schools in that district to play teams from other districts. Such teams may be basketball, cricket, soccer, tennis, netball, softball, football, etc.

Students should be given the opportunity to participate in exchange visits

- in any sports that are agreed upon by the Staff, sports Coordinator and principal, if required.

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- and those students chosen "to try out" for exchange visits will be selected by the school in consultation with the coach of that sport: These students are expected to show that they can be good ambassadors for the school. As many children as possible will be given a chance to participate in exchanges. A child will only be allowed to be involved in one exchange team per year. However, where no other child is deemed suitable to represent the school in a given sport, a student who has already participated in another sport exchange, may then represent that sport.
- and as a rule, eligible candidates for exchange teams are to be drawn initially from Year 7. Should there be insufficient numbers for skilled students in Year 7, students in Year 6 & if necessary Year 5 provided they are in their 11th year may then be considered.

SAPSASA generally has separate competitions for boys & girls: Therefore an equal opportunity should be given to each gender to participate in SAPSASA competitions where possible.

Students should be given the opportunity to participate in carnivals such as athletics, swimming, basketball, baseball etc & knockout competitions such as netball, hockey, cricket, football, soccer etc, provided there are suitable coaches for these sports.

Billet host families – any adult in a host family must have had a police check – administration of police checks in this scenario is undertaken by DECS.

The above guidelines for student selection will also apply for these teams.

12: Indemnity

Given the nature of sport, accidents can and will happen. This policy, and the procedures outlined are set to minimise accidents. Before a child can play in a team, an indemnity form must be filled out and returned by the parent. The coach, as can be seen from this policy, must exercise duty of care towards the students, and not act in a negligent manner that may endanger student safety. If the Sports Policy and procedures are adhered to, and all reasonable and due care is taken for the students' well being, it can be expected that those assisting in coaching or training remain indemnified.

Consent to play and indemnity must be given through a signed form before students may play.

13: Discipline

All adults involved with sporting teams must be informed through the Sports Committee or its delegates that corporal punishment and verbal abuse are not acceptable in any circumstances.

Coaches, umpires and other officials are to report any breach of discipline to the Sports Coordinator who, in consultation with the Principal, shall determine any appropriate penalty - including suspension from playing for one or more matches or referral to the relevant school sports associations.

Suspension or expulsion from school - Where a student has been suspended from school, he/she is not permitted to participate in school team sports at any time during the period of suspension, e.g. a three day suspension issued on a Friday means a student cannot participate in team sports or practice until after the three day suspension has taken place. Where a student has been excluded from school, participation in school sport or practice is cancelled immediately.

14: Consent Medical Form

A consent/medical form is required to be filled in before a student can participate in a team sport. Prompt action in this area is always appreciated by those organising the sport. Coaches should retain access to copies of these forms at all matches and training, in case of [emergency \(See Appendix 2\)](#).

15: Emergency Procedure

- 15.1: If appropriate, parents to be contacted and informed of any injury to their child.
- 15.2: If parents can't be contacted, appropriate action to be taken. Parents should have authorised such action when completing the Medical Information Form.
- 15.3: As the school is in the St. John's Ambulance Fund, transport by ambulance is free.
- 15.4: Coaches will have access to phones and know how to operate the phone system.
- 15.5: The parents and school principal is to be notified as soon as possible of any injury to a child either at practice or during a game.
- 15.6: Accident/Injury Report Forms to be completed and handed into school as soon as practical.
- 15.7: Please note that the First Aid Kit must be available at each training session and during matches. If, at all possible, injuries are treated by a person with knowledge of First Aid. At least one person connected with each team should complete at least a Basic First Aid Course; the School will assist in securing appropriate training in First Aid where required.

16: Accident Report

In the event of a child being injured the coach shall fill out an Accident Report form, to be handed in to the School at the earliest opportunity.

17: First Aid

The coach shall ensure that a First Aid Kit, suitably stocked, is present at practice and at matches. In the event of an accident, First Aid should be administered by a suitably qualified person. Coaches are encouraged to undertake some basic first aid. School staff undertake a six hour program every two years - this may be an avenue for the school's coaches to consider. Expressions of interest should be directed to either the principal or sports coordinator.

18: Awards

Generally students receive a certificate to recognise their participation in all sports.

Coaches and parents are requested not to recognise teams or individual performances by purchasing or distributing trophies at end of season functions.

Representative teams are often recognised by the appropriate sporting organisation.

Individual and or team performances are recognised in the School Newsletter and at school assembly.

19: Guidelines For Introducing And Maintaining A Given Sport

Participation in junior primary sports is encouraged within the context of skill development, and not where the focus is on competition.

Children can participate in two different sports where realistically possible provided support is given by parents and respective coaches.

When teams are in need of only a very small number of extra children to make up a team, two options may be taken:-

1: students from a lower age group can be played if their skill level and maturity indicates a need to play at a higher level to develop, and provided their original team is not depleted.

OR

2: other children from outside the school may be invited to join a team provided our students are not disadvantaged in their opportunity to participate

and provided the following guidelines are followed:

first offer to eligible past students from Golden Grove Lutheran Primary Lutheran School, then students from other schools.

Sports Coordinator to be advised of any outside children participating.

Year 7 students: Due to legal limitations, where competition carries over from Term 4 to Term 1 of the following year, the team cannot be entered as a school team.

If there is a concern/query, there is a correct process to follow:

i.e. parent - coach - co-ordinator of that sport (if more than one team)

- Chief Co-ordinator/Sports Committee/Principal - School Council
- Note that the School Council has ultimate voice in any decision.

Relevant contents of the "Coaches' Kit" is to be passed on to parents, and players in a meeting to be held prior to the commencement of the sport's season.

Medical forms and Indemnity forms should be completed by parents prior to the season and kept by the coach.

20: Sports Uniform And Requirements

- School approved sports uniform is to be worn.
- Hats are to be worn as applicable.
- Uniform as may be required by individual sporting disciplines, eg cricket.
- Where a special uniform or garment for a sport is provided, a \$5 fee will be charged per season, to help cover replacement costs.

21: Golden Grove Lutheran Primary School - Sports Offered

PLEASE NOTE the following list is a proposal only. It is dependent upon:

- *interest in fielding the team*
- *the ability to attract coaches and helpers*
- *the School's ability to support the sport*

SUMMER (TERMS 1 AND 4)

Basketball

Netball

Cricket – composite teams

WINTER (TERMS 2 AND 3)

Basketball

Netball

Football – composite teams

22: Volunteers

Our School's Sports Program rests largely with the volunteer efforts of parents and friends of the School. The School has developed specific guidelines regarding being a volunteer.

When a student-volunteer relationship exists the volunteer has a special duty of care. This duty is not only limited to refraining from doing things which may lead to a student being injured, but also requires a volunteer to take positive steps towards maintaining health and safety. The duty of care owed by volunteers is that of a reasonable person and will be governed by factors which include the age of the student, the student's individual capabilities, including intellectual and physical impairment, potential dangers and the foreseeability of injury.

23: Extracts from Occupational Health, Safety And Welfare Policies