



St Joseph's School  
Kingswood

# **SPORTS AND EXTRA CURRICULAR POLICY**

## **ST JOSEPH'S SCHOOL KINGSWOOD**

## **Rationale**

St Joseph's Kingswood is a Catholic School in the Josephite tradition. We create and uphold a nurturing environment for our children, families, teachers, volunteers, and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education, and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

The purpose of sport within the St. Joseph's School community is to complement home, church and school in the development of the whole child. The goals are to recognise the need for physical fitness in the wholesome growth of children and to provide enjoyable recreational activity which develops Christian attitudes of sportsmanship and fair play that can be sustained beyond the children's time at St. Joseph's School.

Every human being has the fundamental right to have access to Physical Education and Sport. The freedom to develop physical, intellectual and moral powers through Physical Education and Sport must be guaranteed both within the education system and in other aspects of social life.

### **“UNESCO International Charter of Physical Education and Sport”**

St. Joseph's School encourages all students to participate in sport, either through school sport or community based teams. School sport offers opportunities for students and parents to participate in organised extra-curricular activities in a controlled environment suitable for primary school students.

St. Joseph's School sports teams foster an environment where our students:

- Can meet and play with other students
- Develop physical skills and fitness
- Actively participate in a team
- Interact with teachers and other adults in a social setting
- Appreciate the commitment and responsibility required for teamwork
- Develop social skills, leadership and good sporting behaviour

St. Joseph's School sports provide equal opportunity for involvement and participation for all students who wish to be involved by ensuring that an adequate and satisfying period of time on the court or field is provided for each student.

## **SPORTS GUIDELINES**

### **SCOPE**

The Sports and Extracurricular Policy Guidelines apply to all teams representing St. Joseph's School in sporting and extra curricular activities. This policy will be referred to as the **Sports Policy** throughout this document.

St Joseph's School is affiliated with the following sporting associations:

- Catholic Schools Sports Association
- South Australian Primary Schools Sports Association (SAPSASA)
- Any relevant and complying sporting body which enables an offered activity

### **RESPONSIBILITIES**

#### **School**

St Joseph's School Board is totally responsible for all endorsed extra-curricular activities and makes decisions and provisions for their implementation, conduct and review.

St Joseph's is responsible for ensuring that all personnel associated with the implementation of an endorsed activity will have a current police check and are willing to operate within the codes of conduct and safety guidelines set out in this policy to ensure the safety and well-being of all stakeholders and especially the students.

All personnel associated with extra-curricular activities will conduct the activity within the framework of all relevant St Joseph's policies, including the Behaviour Education, Bullying and Harassment, Supervision and OHSW policies.

The nominated coach/managers, in consultation with the school sports co-ordinator, will organise all activities (games, practises) and carry out the necessary administration pertaining to their nominated sport or extra-curricular activity.

St Joseph's is responsible for the provision of appropriate facilities and equipment to ensure the safe and proper conduct of the endorsed activity.

St Joseph's will endeavour to support and promote all extra-curricular offerings through curriculum links and school resources where appropriate.

Uniform design/special attire relevant to the activity is to be consistent with St. Joseph's School colours and approved by the Uniform Committee of St. Joseph's School. Alternatively, the St. Joseph's School sports uniform can be used.

St Joseph's school strives to offer the best possible age and skill appropriate sporting and extra-curricular activities in partnership with parents and other key stakeholders to all of its students.

St. Joseph's recognises the need to provide opportunities for students who excel or demonstrate advanced ability in a particular field to participate competitively in sporting and extra curricular endeavours. St Joseph's will facilitate wherever possible within the scope of this policy such participation.

### **St Joseph's Staff**

- The Sports Coordinator will oversee each sport to be offered.
- Liaise with and assist parents develop compliant procedures.

### **Volunteers**

- Comply with the S Joseph's Sports Policy and safety Guidelines, including Codes of Conduct and requirements for Coaches, First-aiders, Managers, Organisers, Transporters and Spectators
- Parents establishing a sport at St Joseph's must present a compliant procedure for the management of that sport to the Principal for endorsement.
- Coaches to have appropriate level of experience and skill.
- First Aid Officer to be appointed.
- Supervision of siblings is NOT an expectation of the Coach or Manager.

### **Parents**

- All fees pertaining to the sport/activity must be paid by the parents before the activity commences.
- Once students commit to an activity it is EXPECTED that they will participate for the entire season unless circumstances beyond parent/child's control prevent this

### **INCLUSIVE PRACTICES**

Sport must be accessible to both boys and girls under current Equal Opportunity legislation. An integrated approach should be adopted for disabled students. Planning is required to provide the safest and best playing environment.

#### **Personal Safety, including Higher Risk Groups**

Only undertake sports activities when appropriate facilities and equipment are accessible and appropriate health and safety precautions have been taken. Extra care must be taken with higher risk groups such as students

- With disabilities
- On medication
- With allergies
- With illnesses

## **PROTECTIVE EQUIPMENT & SAFETY GUIDELINES FOR SPORTING ACTIVITIES**

The *Catholic Education Office, South Australia, Guidelines for Physical Education & Sport* must be complied with regarding minimum safety requirements for participants in specific sports. These Guidelines provide a short checklist for determining standards of equipment, locations, personal safety requirements, and other safety considerations associated with specific sports.

Protective clothing and equipment appropriate to each sport must be used by all participants. The school reserves the right to determine its level of provision of such equipment.

Participants in outdoor sports are to be protected from the hazards associated with excessive exposure to the sun. Hats or caps are to be worn when exposed to the sun in hot weather, while in cold weather, appropriate School Sports uniform should be worn.

### **Uniform**

- All St Joseph's approved sporting teams should, wherever possible and as appropriate, wear the St Joseph's sports uniform for practice sessions and competitions, unless a specialised uniform is required for the particular sport.
- The provision of a specialised uniform will be approved and provided for by the school for:
  - (1) a rental fee due and payable in accordance with any "sports levy" imposed in respect of that particular sport or
  - (2) uniforms can be purchased from the school with the payment of the difference between the rental fee and the cost of the uniform
- An invoice will be issued for equipment returned in a damaged or unusable state.

### **LEGAL RESPONSIBILITIES (DUTY OF CARE & OHSW)**

It is the legal duty of school authorities and teachers to take reasonable steps to prevent physical injury to students in relation to all school activities whether conducted inside the school buildings or grounds or outside the school premises and whether conducted during normal school hours or outside normal school hours. Catholic Church Insurances Limited has advised that a school which allows its name to be used to identify sporting teams could be the subject of litigation on the assumption that such a sport activity was, indeed, a school activity.

At St Joseph's School, the Sports Coordinator must coordinate each sport that is being offered and volunteers take day to day responsibility for the sport. If a volunteer can't be found to oversee a sport then St Joseph's cannot offer the sport under its name.

Team officials must be provided with a copy of this policy and participate in an induction for managing their sport, which documents the following information

- Their role & responsibilities
- Organisation and safety procedures
- Details of emergency procedures

Names of officials must be recorded in school records.

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

- Voluntary workers personal accident cover through Catholic Church Insurance
- Public liability insurance is under the Archdiocesan group policy.

Employees, contractors and volunteers shall take reasonable care to protect his or her safety and to avoid adversely affecting the health or safety of others through any act or omission while engaged in these activities. *(OHS&W Act 1986 SA)*

**All volunteers and invitees MUST sign to acknowledge receipt of and an understanding of the St Joseph's School OHS&W Statement.**

### **FINANCE**

- School sports committees will use the banking & financial facilities of the School Board.
- All fundraising must be approved by the School Board on the recommendation of the school Principal.
- All equipment bought wholly or partly by school sporting bodies is the property of the school.

### **SPORT LEVIES**

- The school may impose a "sports levy" in respect of an approved sport to be undertaken in a season or year.
- The sports levy shall include payments necessary and relevant to a student participating in the particular sport. The sports levy shall include registration fees, training fees, match fees, uniform costs, awards, equipment and associated administration costs.
- It is expected that if a student enrolls in a sport that they undertake to pay the sports levy and that the student will play the sport for the whole of the season
- If there are special circumstances and the student is unable to fulfil their obligation to complete the sport season the student and parent must discuss the situation with the sports coordinator who has the discretion as to whether the student is released from their commitment to the team and will determine if any refund of the sports levy is payable
- The levy charged for playing a sport in a school team is to be discussed and set with the school Principal or POR prior to permission notes and information going home to students. This is to ensure that all fees, charges and levies are in accordance with St. Joseph's School Board Policy which directs each sport to be self funding.

All monies collected for a particular school sport (ie levy, fundraising, uniform expenses etc) are to be paid in to the school office. All fees to be paid before sport/activity commences.

All accounts for a particular sport are to be presented to the school Bursar for payment.

## SPONSORSHIP

- All school sport sponsorships must be approved by the School Board.
- Sponsorship agreements should only be negotiated with organisations whose public image, products or services are consistent with the ethos and values of Catholic education.
- Sponsorships will not be accepted if any visible display of such sponsorship on a team member or uniform is a condition of the sponsorship, nor if the sponsorship is conditional on the participation of a particular student.

## SAFETY OF STUDENTS

Schools are obliged to take reasonable care to prevent injury to students. Procedures for school sports should include:

- Teaching safety skills and procedures for the sport
- Regulating the duration and intensity of training to suit the group and the weather.
- In accordance with SACSPA guidelines, if the **forecast** temperature is at or above **35 C** in the print media the day before, then the activity shall be cancelled.
- **In accordance with SACPSA guidelines, if the forecast temperature is at or above 35 C in the print media the day before, then coaches and school personnel will consider cancelling the event. Any decision made will be done in consultation with other affected parties, such as the opposition school. Factors to be taken into consideration will include: the likelihood of the forecast temperature being reached during the course of the match, the length of time of warmer weather in the lead up to the match, and what provisions could be made in order that a match could take place.**
- Ensuring adequate protective equipment is available in sufficient quantity and is used in both training and matches.
- Teaching skills appropriate to the age and maturity of the students involved.
- Checking that grounds and facilities remain in a safe condition.
- Inspecting playing surfaces and equipment, and cancelling matches or training where these are unsuitable or unsafe for play.
- Eliminating specialisation in a position or activity where injury may result from overuse of specific body areas.

## TRAINING PROCEDURES

Procedures for school sports should include the following for training sessions;

- Notify parents of the schedule of training and match times and venues.
- Take into account prevailing weather conditions.
- Maintain supervision of children until the normal finishing time of training or matches unless otherwise arranged with individual parents.

- Notify parents of changes to normal procedures.
- Eliminate activities and exercises which can be harmful.
- Encourage the use of 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. Ensure that first aid, access to a phone and toilet facilities are available to teams using the school grounds after hours.

### **CANCELLATION**

In the event of a cancellation, parents will be contacted and asked to collect their child. In the event that this is unsuccessful the child will be placed in OSHC at parent cost.

### **DISCIPLINE AND BEHAVIOUR MANAGEMENT**

The procedure for a school sport must document that team officials (coaches, managers, first aiders etc) must not use corporal punishment. The St Joseph's School Behaviour Education Policy is the foundation for school sporting activities and should be referenced in the procedure. For serious misconduct during a game, officials are empowered to remove the offending player from the game. All breaches of discipline should be reported to the school Principal.

### **AWARDS**

- If awards are to be given, every child should have the opportunity to be acknowledged. The awards should be spread evenly through the team for such categories as participation, commitment, encouragement, improvement and achievement.
- End of season trophies highlighting particular players are not recommended. St Joseph's school will not be responsible for private team functions not endorsed by the school.
- The school may approve a social / award function for a school team and the costs associated with such a function will be approved and payable from the sports levy
- Awards presentations to be coordinated by the Sports Coordinator.

### **FIRST AID**

- Ensure that coaches, managers & first aiders have current medical information about all team members and are aware of specific procedures which might be necessary. This information (and medication if appropriate) should be on hand at training and matches.
- Ensure that each team has access to an appropriate first aid kit for both training and matches at all venues.
- Ensure that each team has an adult, responsible for first aid, present at training and matches. All adults involved should be encouraged to undertake an appropriate course of instruction, e.g. Basic Casualty Care
- Ensure that coaches and team managers are aware of emergency procedures, consistent with general school policy, including;
  - First aid
  - Method of informing parents
  - Telephone access
  - Reporting accidents to the Principal
  - Details of ambulance cover



## **TRANSPORT / USE OF PRIVATE VEHICLES**

Procedures for school sports should include informing all persons transporting students in private motor vehicles that;

- Only currently registered, roadworthy vehicles are to be used.
- Only competent drivers with a current drivers licence are to be used.
- Each student must wear a seat belt.
- Driver Declaration forms must be completed to ensure that the above requirements are complied with.

## **PARENTAL APPROVALS & NOTIFICATIONS**

**Approval** - procedures for school sport must require that parental approval is obtained prior to the involvement of students in training, matches and transport to & from venues.

**Medical Conditions** - Parents must provide details of any medical condition which might influence a students participation, prior to involvement. This is to be recorded on the coaches medical consent form.

Parents of students with specific, serious medical problems must consult with schools and coaches concerning first aid and medication before commencing a sport.

**Codes of Conduct** - Parents are expected to comply with the Codes of Conduct.

## **CODES OF CONDUCT**

*(Catholic Education Office South Australia - Sports Guidelines)*

### **Code for Players**

- Remember that you are representing St Joseph's School and that your behaviour reflects on yourself, your family and your school.
- Learn the rules of the game and play by them at all times.
- Never argue with an official (umpire, referee). If you disagree have your captain, coach or manager approach the official during a break or after the game.
- Control your temper. This requires personal discipline. 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 for your team. Your team's performance will benefit and so will you.
- Be a good sport. Gain respect from your team mates and opponents because of the fair manner in which you play. Applaud all good plays whether they be your team, opponent or the other team.
- Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
- Cooperate with your coach, team mates and opponents. Without them there would be no competition. Play for the fun and not just to please parents and coaches
- Offensive and /or derogatory language including that based on gender, race or creed is totally unacceptable. Learn to appreciate honest effort, skilled performance and improvement

## **Code for Coaches and Managers**

- The coach's role is crucial in building self esteem in the team and players.
- School based sport is structured to promote enjoyment and participation.
- All children regardless of their ability have the right to develop the skills to participate in school based sports.
- Therefore it is an expectation that all regular members of a team enjoy equal participation, both through playing time and the opportunity to experience position rotation where appropriate.
- Be reasonable in your demands on young players' time, energy and enthusiasm.
- Teach your players that the rules of the sport are mutual agreements that no one should evade or break.
- Whenever possible, group players to give a reasonable chance of being successful.
- 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 a mistake or for losing a game or competition.
- Ensure that the equipment and facilities meet safety standards and are appropriate to the age and ability of the children involved.
- Take into consideration the physical, social and emotional development level of the children, when scheduling and determining the length of practice time 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 physicians when determine when an injured player is ready to recommence training or competition involvement.
- Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of children.
- The use of offensive and / or derogatory language including that based on gender, race or creed is totally unacceptable

## **Code for Parents**

- Always inform the coach of your child's arrival or departure if you are not going to be present for the whole of the activity.
- If children are interested, encourage them to participate. However, if a child is unwilling, do not force him or her to be involved.
- Focus upon the child's efforts and performance rather than the overall outcome of the event. This assists the child in setting realistic goals related to his or her ability by reducing the emphasis placed on winning.
- Keep the performance goals simple. Simple and realistic means challenging but attainable. The more performance goals set, the more likely the child will have to be successful. Some examples of simple performance goals:
  - Contest the ball with an opponent
  - Recover quickly from incorrect plays
  - Recover quickly from correct plays
  - Find a team mate with a pass

- Goals that are perceived by children to be too high only serve to make them anxious.
- Teach children that an honest effort is an important victory, so that the result of each game is accepted without undue disappointment.
- Encourage children to always participate according to the rules of the school.
- Encourage children to always participate according to the rules or laws of the game
- Never ridicule or yell at a child for making what you consider to be a mistake, or for losing a game. The parent's role is crucial in building confidence and self esteem in the team and players.
- Remember that children are involved in organised sport for their enjoyment, not yours.
- Remember that children learn best from example.
- Quietly and genuinely applaud good plays by all teams.
- If you disagree with an official, raise the issue through the appropriate channels rather than questioning the official's honesty and judgement in public. Remember, most officials give their time and effort for the benefit of your child's involvement. It may be wise to approach the Principal some days after the event.
- Disputing a decision of an umpire / referee during a game will not alter that decision / outcome, and sets a negative example.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Recognise the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for the children and deserve your support.
- The use of offensive and / or derogatory language including that based on gender, race or creed is totally unacceptable

#### **Code for Officials, Umpires and Referees**

- Modify rules, laws and regulations to match the skill level of the children and their needs.
- Compliment all participants on their efforts.
- Be consistent, objective and courteous in calling infractions or non-observance of the rules, laws and regulations of the game.
- Condemn unsporting behaviour and promote respect for all opponents.
- Ensure that the spirit of the game for children is not lost by using commonsense and not over emphasising errors.
- Publicly encourage rule changes which will reinforce the principles of participation for fun and enjoyment.
- Ensure that your behaviour is consistent with the principles of good sporting behaviour. Actions speak louder than words.
- Make a personal commitment to keep yourself informed of sound officiating principles and the principles of the growth and development of the children
- The use of offensive and/or derogatory language based on gender, race or creed is totally unacceptable

### **Code for Spectators**

- Children love to play – but we can only compete when participating in sport. The level of competition must be appropriate for the children
- Remember that children play organized sports for fun. They are not playing for the entertainment or the egos of the spectators. Children are not mini professionals
- Quietly applaud good performances and efforts from each team. Congratulate all participants on their performances regardless of the outcome of the game/competition
- Control your responses to what you see – this requires personal discipline – verbal abuse of officials (umpires or referees) or players, deliberately distracting or provoking players competing is not acceptable or justified
- Never ridicule or scold a child for making what you consider to be a mistake during a competition. Positive comments are motivating.
- Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
- Show respect for your team’s opponents. Without them there would be no game.
- Encourage players to always follow the rules and laws of the game and the decisions of officials
- Demonstrate appropriate social behaviour by not using foul or offensive language, or not harassing players, coaches and officials
- The use of offensive and/or derogatory language including that based on gender, race or creed is totally unacceptable

### **Review:**

This policy will be reviewed every 3 years, or earlier if information becomes available that significantly affects the content of the policy

