



Morphett Vale Primary School: Guiding Principles for the Provision of After School and Weekend Sport

Broad Participation

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

At Morphett Vale Primary School, students are 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 DECD.

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

- Convener - a member of the School's Governing Council
- Principal or nominee
- The physical education teacher/SAPSASA coordinator
- 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. Morphett Vale School will use a screening process, consistent with DECD policies, to ensure the appropriate identification of all adults coaching or supervising teams. All coaches will be recorded in Morphett Vale Primary School Governing Council minutes as volunteers of the school.

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 Morphett Vale 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.

Morphett Vale School requires all Coordinators, Coaches and Managers to consent to a DCSI Criminal History Check. 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



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“Duty of Care” capacity to children must complete a Mandated Notification 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 Deputy Principal who will assist you.

Student Leadership

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

ROLES AND RESPONSIBILITIES - SPORTS SUB-COMMITTEE

Reports directly to Morphett Vale Primary School's Governing Council, its Chairperson and is responsible for:

- The implementation of all relevant school, DECD 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 Morphett Vale Primary School to students, coaches, managers and parents / caregivers.

The Convenor will:

- Encourage participation by as many students as possible
- Investigate and encourage the long-term viability of the various sports.
- Encourage and foster high parental involvement in the sports offered.
- Oversee sports grounds and facilities in conjunction with the grounds committee.
- Oversee equipment, fees and the day to day running of the various sports.
- Ensure access to as many sports for which the school can provide suitable coaching and competition
- Meet a minimum of once per term
- Take and distribute 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 Morphett Vale Primary School's Governing Council



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- Convey details of teams, coaches and managers to Morphett Vale Primary School's Governing Council for ratification.
- Where appropriate, prepare a budget, to be submitted to the finance committee, with respect to equipment, training and fees requirement.
- Liaise with, and provide information to the school community regarding appropriate community, DECD, or privately operated sports clinics and programs.

SPORTS COORDINATOR

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

- Compliance with School, DECD and National Junior Sports Policies
- 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 and controlling 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
- Supporting Coaches to gain basic coaching and / or first aid certificate / accreditation.

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.



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The Coach:

- Will comply with School, DECD and National Junior Sports Policies
- Consent to a DCSI (Department for Communities and Social Inclusion) Criminal History Check
- 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 training sessions and advises Front Office staff by 2pm when training is cancelled
- Supervises players at practice and games
- Supervises players, if necessary, for up to 15mins after training finish time. (After this time the player/s will be taken to Out of School Hours Care for collection, at a cost to the parents)
- Manages 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 either Deputy Principal or Finance Officer
- 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, DECD 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
- Calls 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



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- 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.

REGISTRATION OF PLAYERS

Registration forms, which can be collected from the Front Office, 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 handed to the school's Front Office staff prior to the nominated due date.

Any registration form handed in 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.

The sports currently offered by the school are: Soccer

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).

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 and Sports Convener need to be informed of the number and age / year level of the teams to be registered.

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



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record of fee payments is kept on the Fees Spreadsheet maintained by the School Finance Officer.

Fees must be paid before a student can play in a team. 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.

ORGANISATIONAL MATTERS

Hall, Oval and Court Bookings:

Bookings for team training must be made with either the Deputy Principal 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 Deputy Principal or Finance Officer after consultation with the relevant groups.

Grounds Marking:

Sports groups work in conjunction with the Grounds person on this matter. It may be an expectation that sporting groups assist with this labor 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. The responsibility for replacement items rests with the Team Manager in liaison 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 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. 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.

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 8186 5064) before 2pm on the day of the training.



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- 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, or wet conditions.

Parents / Caregivers can contact the school after 2:30pm to find out if training has been cancelled. Parents / Caregivers will also 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.

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 organize 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 Physical Education Teacher, Convener and Sports Committee, which must be lodged through the Finance Officer within the Out-of-Hours Sports Budget.

Duty of Care:

Coaches and Managers who are supervising students during sporting activities, 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. Students are not permitted to attend training if they are not a member of the team.

Coaches conducting training in the School Hall 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 /



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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. Coaches are to forward any incident requiring Principal intervention as soon as possible.

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.

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

Student Behaviour:

Students will:

- 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 Coordinator are to be informed of the behaviour and consequence.
- Should the behaviour re-occur at following matches or practices, the



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Coordinator / Coach should notify the Sports Convenor, who will take the issue to the Principal or nominee.

For breaches of the student behaviour code, coaches need to complete an incident report and forward it to the Principal / Nominee who will discuss the matter with the reporting Coach, relevant Sports Coordinator and Sports Convener, 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 behaves inappropriately or intimidates umpires. There should be no parent / caregiver initiated harassment (either physical or verbal) of spectators, umpires or players, including their own children.

Dealing with inappropriate Parents / Caregiver Behaviour:

- Coach of the team should speak quietly and calmly to the 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.
- 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 inappropriate behaviour by the parent / caregiver.
- The Coach needs to ensure that Morphett Vale Primary School parents / caregivers do not become involved.
- The Coach, Manager or a Morphett Vale Primary School parent / caregiver should take note of what has happened, and report to the Principal or nominee, who will investigate the matter.
- If action is recommended, the Principal will be asked to contact the other school to report the problem.



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- At no time should any Morphett Vale Primary School parent / caregiver approach another school directly to complain.

Coach / Manager Behaviour:

Coaches must abide by the 'Code of Behaviour for Coaches / Managers'. 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 can be 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



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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 School's Governing Council supports the establishment of new teams or sports when the groundwork has been done. Such groundwork must include:

- 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 Council the sport will be established.