

BLACK FOREST PRIMARY SCHOOL SPORTS POLICY

Guidelines, Information and Assistance for Participating in Sports

Developed August 2012 Updated March 2015 (to be ratified by
Governing Council)



Page	CONTENTS
1	FOREWORD
2	1. SPORTS COMMITTEE OBJECTIVES
3	2. MANAGEMENT
	2.1 Role of Sports Sub-Committee
	2.2 Role of Sports Co-ordinator
	2.3 Role of Coaches
	2.4 Role of Team Managers
5	3. VOLUNTEER POLICY
7	4. SPORTING CODES OF CONDUCT
	4.1 Players code
	4.2 Parents & Spectators Code
	4.3 Umpires, Referees & Officials Code
	4.4 Coaches Code and Duty of Care
9	5. SAFETY, FIRST AID & INJURY PROCEDURE
10	6. GRIEVANCE PROCEDURE
11	7. CANCELLATION POLICY
	8. TROPHIES & ACHIEVEMENTS
	9. UNIFORMS AND EQUIPMENT
	10. FEES
12	11. INSURANCE
	12. SCHOOL SPORTS INFORMATION
	13. LOCAL ASSOCIATIONS & SCHOOL PARTICIPATION
	14. EQUAL OPPORTUNITIES
	15. EQUAL ABILITY TEAMS
	16. OUTSIDE REGISTRATIONS
13	17. SAPSASA
	18. UNIFORM CODE
	19. MEDICAL & CONSENT INFORMATION FORM
	20. SPORTS FEES AND SUMMARY OF SPORTS
	21. REGISTRATION PRACTICES
	22. SUMMARY OF SPORTS OFFERED

FOREWORD

We all want our children to enjoy and benefit from their school experience and for many children participating in sport is central to this. It develops skills, but also self esteem, fitness and friendship.

There are many sporting opportunities for participation and involvement here at Black Forest Primary for teachers, students, parents, caregivers and other members of the community interested in assisting children to play and enjoy sport. **SCHOOL SPORT AT BLACK FOREST IS RUN BY PARENTS.**

In fact, without the commitment and dedication of these people our children would not be able to enjoy the wide variety of sporting opportunities open to them through sport at Black Forest Primary School and the SAPSASA (South Australian

SPORTS POLICY

Primary Schools Amateur Sports Association) program.

For each sport that is offered there is a Black Forest parent appointed as the overall Co-ordinator of that sport. Many other people each year are required to accept the wide ranging responsibilities which go along with managing, coaching, scoring and spectating at games and practices.

This policy outlines the opportunities, responsibilities and commitment required by players, parents, organisers and spectators and we urge you and your children to read and discuss this information together.

We firmly believe our children will benefit greatly from a comprehensive understanding of the rules, expectations and requirements of playing sport at primary school.

Above all, this will lead to a greater enjoyment of sport by everyone involved and a strengthening and development of our school's community.

THE SPORTS COMMITTEE

1. SPORTS COMMITTEE OBJECTIVES

The National Junior Sports Policy states that...

There are a number of levels of formal competition available to Junior Sport Participants. The level of competition must be appropriate to the age and development of the individual. A progression of competitive experiences in line with the stages identified in the Junior Sport Development Model is recommended:

For children in the first stage (5-7 years approx.) formal or structured competition is inappropriate. The emphasis at this level should be play activities, basic skills learning and minor games.

In the second stage (8-10 years approx.) low level competition should involve structured minor activities and modified sports.

In the third stage (11-12 years approx.) programs should become more structured and involve both inter-school and inter-club competition.

Some of our Sports Associations have age requirements which contradict that of the National Junior Sports Policy. The school and the Sports Sub Committee will determine in the best interests of our students and school community the minimum age for participation in After School Sports. This will however, always remain within the scope of the National Junior Sports Policy and the guidelines that are set by associations.

As a result of the National Junior Sports Policy, Junior Primary children are encouraged to participate in skills learning but they wait until they are older, in the year they turn 8 years of age, before taking part in competitive sports. The exception is Kanga Cricket which is non-competitive and can be played in the year the child turns 7 years of age.

Therefore our objectives for After School Sport are:

- To provide opportunities for all children (who qualify by age) to participate in sport regardless of ability.
- To provide suitable programs for the teaching of skills and preparation for competition.
- To provide suitably qualified coaches and leaders.
- To provide for all children a safe, healthy and friendly sporting environment that encourages a sense of personal achievement, identity and satisfaction.
- To provide for all children a sporting environment that encourages enjoyment, the development of self esteem and confidence.

- To provide the opportunity for all children to become aware of and to understand the meaning of fair play.
- To encourage co-operation through the development of team skills
- To provide opportunities for children with special needs.
- To ensure where possible that girls and boys are given an equal opportunity and encouragement to participate in sport.

2. MANAGEMENT

2.1 ROLE OF SPORTS COMMITTEE

- The Sports Committee comprises of each sport's co-ordinator or nominee, a nominee of the Principal and one staff representative.
- Meetings are held at least once a term & reports made to the School Council
- The Sports Committee reviews the Sports Policy every two years.
- Oversees management and coaching of all teams, equipment, budgets and is responsible for the general management of After School Sports.

2.2 ROLE OF SPORTS CO-ORDINATOR

- Must be familiar with the School Sports Policy.
- Will be responsible for nomination of teams.
- Will maintain close communication with the team managers and coaches
- Liaise with Co-ordinator to ensure allocation of all equipment, kits, first aid kits and uniforms to individual teams, via team managers.
- Will be responsible with the Sports committee when formulating teams.
- Provide support for coaches and managers, especially in the initial stages.
- Organise a meeting with parents, coaches and managers at the beginning of each year to outline Sports Policy and coaching guidelines.
- Will liaise with Principal/Deputy Principal and the Sports Sub Committee with respect to fees and nominations.
- Update sports notice board regularly.

2.3 ROLE OF COACHES and TEAM MANAGER

- All coaches/team managers must comply with all policy directives including Criminal History Screening and RAN training. Failure to comply may mean they will be disqualified from that commitment.
- Children must be supervised at all times whilst at practices and matches.
- Participants should be rotated through all positions and share equal playing time wherever possible.
- The coach to have final say in who plays in his/her team on match day.
- Children and their parents must be notified of dress code, weather policy, contact phone numbers for coach/team manager, practice and match times and the expected arrival and finish times at these events.
- Make a personal commitment to keep yourself informed of sound coaching principles and the principles of the growth and development of children.
- Make an inspection of the playing area and equipment.

SPORTS POLICY

- Provide code of behaviour information to parents and encourage them to follow it.
- Contact details, including any known medical conditions, will be on hand at practices and matches.
- Provide quality training experiences for children to maximise participation and skill development.
- If practices are programmed later than the school dismissal then children must be instructed to go home and return at the required time.
- Upon the completion of practice and or games, children must not be left unsupervised at school grounds.
- In unsuitable weather the practices may be cancelled at coaches' discretion.
- Any player who is bleeding must be substituted from the game until all bleeding is stopped and covered. A player will be excluded if blood is on the clothes. Ensure that appropriate safety precautions are taken.
- Children to be required to use all safety and protective equipment. Remember that children participate for fun and enjoyment and that winning is only a part of their motivation. Never ridicule or yell at the children for making what you consider to be a mistake or for losing a game/competition.
- Avoid the use of offensive and/or derogatory language. Remember that children need a coach they can respect.
- Be fair and reasonable in your demands on participant's time, energy and enthusiasm.
- Guard against placing the children at unnecessary risk (eg ensuring that appropriate safety equipment is worn, not placing children in dangerous fielding positions, not letting children undertake exercises which could be harmful, "slip, slap, slop" weather conditions - hot/cold, humid).
- Take into consideration the physical, social and emotional development level of participants 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 an injured player is ready to re-commence training or competition involvement.

3. VOLUNTEER POLICY

Refer pages 5 and 6



VOLUNTEERS WORK HEALTH SAFETY POLICY

Developed 2014 — to be ratified by Governing Council 2015

We welcome you as a volunteer at Black Forest Primary School. We are committed to the health and safety of our community, and in particular we recognise the importance of volunteers who undertake valuable work. Black Forest Primary School will ensure that volunteers are given the same consideration as employees under our Work Health Safety Policy.



VOLUNTEERS RIGHTS & RESPONSIBILITIES

As a volunteer you have a number of rights you should be aware of:

- to work in a healthy and safe environment
- to be provided with a job description that adequately describes your roles and responsibilities
- to be provided with an OHS&W induction prior to commencement as a volunteer
- to be provided with sufficient information, instruction and training for you to perform your tasks safely
- to be provided with adequate supervision

As a volunteer you also have responsibilities to:

- work safely
- not affect the safety of others
- to observe all established Policies and Procedures
- report any safety concerns
- attend Volunteers Induction & RAN training as required (minimum every 3 years)

There are a number of important points relating to safety with BFPS that you should be familiar with, as follows:

Safe Work

You are only asked to do work which you can perform safely. If you feel that you cannot do a job safely or have any safety issues please discuss with the Principal immediately.

Signing In & Out

It is the volunteers responsibility to "sign in" upon arrival and "sign out" upon leaving at the Front Office. Sign In sheets for R-2 classes for morning reading only are available in the JP Unit and Kertaweeta. Departures for these morning reading volunteers needs to be by 9:30am.

Emergency Procedures

- make yourself familiar with the emergency evacuation plan for the area in which you are working. In an emergency proceed via the safest route to the nearest emergency exit on the emergency evacuation plan.
- should there be a need to evacuate a building,

proceed to the relevant area.

- in case of fire do not re-enter the building until instructed to do so by the Fire Warden.
- If you are in charge of an activity, you must organise the evacuation of people you are responsible for from the building, and check that all persons are accounted for

Confidentiality and privacy

During the course of your volunteering, you may be given access to private and confidential information. The school will ensure that you are made aware of your responsibilities in relation to confidentiality, privacy and cultural sensitivity. Strict provisions under the Privacy Act prohibit the release of information for a purpose not intended when the information was collected. Any personal information about students, staff and volunteers that you become aware of during your volunteer work must not be shared, unless it relates to mandatory notification requirements. This includes names, addresses, telephone numbers, circumstances or situations of any nature. It is not acceptable to make comments about the use of individual teaching methodologies or student behaviour management.

Volunteer agreement

The Principal or Deputy Principal will provide you with a Volunteer Agreement, which you are both required to sign. Copies of the signed agreement will be kept at the school and you should also keep a copy for your own records. The agreement can be utilised by both parties in matters such as performance reviews.

Child Related Employment Screening

Volunteers who work closely with children, in an unsupervised role, are required to provide a copy of a recent Department for Communities and Social Inclusion Screening clearance. The necessary forms for this process are available from the Front Office. Once completed the forms are lodged with the Deputy Principal, verified and then forwarded on to the DCSI for processing. The clearance certificate supplied is valid for 3 years.

Mandatory training

Before you begin your volunteering role, you will be required to complete the *Responding to abuse and neglect—education and care induction for volunteers*. You must attend the free induction offered at the school throughout the year. The RAN certificate is valid for 3 years.

Volunteer Protection Act 2001

The Volunteer Protection Act 2001 seeks to protect volunteers from personal liability while they are undertaking volunteer roles. It does not cover personal injury matters. School leaders can assist with enquiries related to your rights and responsibilities under the Act.

Notification of Child Abuse

Refer to Protective Practices guidelines (DECD website for more information Under the Children's Protection Act, 1993, you are obliged by law to notify Family SA (previously FAYS, Family and Youth Services) if you suspect that a child has been subjected to abuse. This is done by telephoning the Child Abuse Report Line on 131 478. You are advised to discuss your suspicion with the teacher or Principal first. Your suspicions could relate to anyone with whom you come into contact as the perpetrator of the abuse, for example, a fellow volunteer, a teacher, or a parent.

Definitions of abuse:

Physical Abuse

"Physical abuse is non-accidental physical injury inflicted upon a child."

Sexual Abuse

"Sexual abuse is any sexual behaviour imposed on a child under the age of eighteen."

Emotional Abuse

"Emotional abuse is a chronic attitude or behaviour towards a child which is detrimental to or impairs the child's emotional and/or physical development."

Neglect

"Neglect refers to any serious omission or commission by a person which jeopardises or impairs the child's physical, intellectual or emotional development." The law does not require that you prove your suspicions. Your

identity as a notifier will remain confidential. If you suspect that someone is stepping over the bounds of a normal adult/student relationship, please speak to the Principal.

Insurance

As a volunteer, you are covered by the government's self-insurance arrangements, which cover personal accidents for volunteers who are carrying out volunteer duties at the direction of the site leaders or governance body. Preschool or school leaders can assist volunteers with insurance enquiries.

Anti-discrimination, bullying, sexual and racial harassment

DECD is an equal opportunity employer and believes that everyone should have the opportunity to make a positive contribution through volunteering. The recruitment and screening of volunteers is done in accordance with anti-discrimination and equal opportunity-related legislation, policies and practices. All people will be treated according to their merits, without regard to their sex, age, physical impairment, social origin, political belief, race, learning abilities, lawful sexual activity, parental status, religion or any other factor not applicable to their volunteer position.

Under the Equal Opportunity Act 1984, (the Equal Opportunity (Miscellaneous) Amendment Bill 2008) it is unlawful to subject a student, a fellow employee or volunteer worker to sexual or racist harassment or disability discrimination. Note: sexual harassment refers to any form of sexual attention that is unwelcome.

If you feel that any relationship within the volunteering role has been misused in this regard, please contact the Principal immediately. If the concern relates to the actions of the School Principal, please contact the Parent Complaint Unit on 1800 677 435. DECD is committed to providing a safe environment for all. Volunteers will not be disadvantaged as a result of lodging a complaint.

Complaints procedure

Should a dispute arise, it is important that problems are brought to light early and resolved using the correct process and procedures. As a volunteer, you have a right to open and fair access to grievance processes and to be fully informed of your rights.

DECD sites are responsible for ensuring all volunteers are made aware of their grievance policy and procedures. All volunteers have the right to have their grievances heard, respected and dealt with in a professional, efficient and fair manner.

Student behaviour

Everyone in the school or preschool community is expected to treat each other with respect and courtesy at all times. As a volunteer, you are not expected to tolerate offensive and inappropriate behaviour. If a student is acting inappropriately, please seek the assistance of a staff member. Volunteers should not manage behaviour issues.

Training and development

DECD sites will provide training and development opportunities for volunteers as required. Free or low cost training is offered for volunteers through SA Association of School Parent Clubs Inc, Volunteering SA&NT, Northern Volunteering, Southern Volunteering and other regional volunteer resource centres.

Recognition and acknowledgement

As a volunteer, you will receive both formal and informal acknowledgement and recognition of your valuable contribution to the preschool or school. There are a number of special dates throughout the year that acknowledge and celebrate the contribution of volunteers. DECD encourages volunteers and sites to also access information about state and national events through Volunteering SA&NT and the Office for Volunteering SA.

Smoke-free workplace policy

A reminder that the Smoke Free Workplace Policy prohibits smoking at all government facilities including in all preschools and schools, buildings, structures, outdoor areas and government vehicles. This also includes on-site car parks, and therefore you cannot smoke in any vehicle (including private cars) if they are located on-site or being used to transport children or others as part of your volunteering.

Reporting

Should you see a hazard, or you are aware of something that might injure you or someone else, or you are involved in an injury, incident or near miss, please report the matter immediately to the Principal. Alternatively, report to the person supervising the activity who will in turn report to the Principal.

First Aid

First aid kits are located in the Front Office as well as individual classrooms.

Equipment

BFPS provides equipment for your use. Volunteers are discouraged from bringing equipment from home. However, should this be necessary the equipment must be in safe working order.

Chemicals

You must only use chemicals supplied by BFPS. The chemicals used by BFPS have been assessed for risk prior to use. Make yourself aware of the location of material safety data sheets prior to use. If you have any concerns or require personal protective equipment to use any of these products please discuss with the Principal.

Working Alone

For safety reasons volunteers are discouraged from working alone. You should be within sight of a member of staff when working with an individual student. Never be in an enclosed space alone with a student.

Conversations with Students

Remember that you are acting as a role model to the students who observe you. Any topics of conversation should be above reproach.

The exchange of gifts

Volunteers must not encourage affection from or dependency in students. One way this must be avoided is by not giving gifts to children. This relates to any item exchanged that is outside of the approved activities in the school curriculum. Remember, you are already giving your best gift, the gift of your time.

Vehicles

If you use your car as part of your volunteer duties, please ensure that your car is roadworthy and that seat belts are fitted and worn. Current drivers licence, Criminal History Screening and sighted registration and Comprehensive Insurance papers are required.

Housekeeping

Please leave the work areas clean and tidy. These buildings are used by a variety of people and may include children, elderly and disabled.

Amenities

Bathroom facilities for Volunteer use are available next to the staff toilets.

Black Forest Primary School places great value on the work done by volunteers. We aim to ensure that volunteers work in a safe environment and in a safe manner.

Please help us to do so by reporting any hazards or safety issues to the Principal.

Phone: 8293 1204 Fax: 8293 1673
Email: dl.0548_info@schools.sa.edu.au



Government of South Australia
Department for Education and
Child Development

4. SPORTING CODES OF CONDUCT

These codes of behaviour have been taken from "Junior Sport Codes of Behaviour" (Australian Sports Commission).

4.1 PLAYER'S CODE

- 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.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.
- Participate for your own enjoyment and benefit, not just to please your parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Remember that the goals of the game are to have fun, improve your skills and feel good.
- Adhere to the current Sun Protection Policy.
- Show appreciation for volunteer coaches, officials and administrators.
- Attend training where possible. If unable, please discuss this with your coach.

A child who has been suspended from school is unable to participate in school sport for the duration of the suspension.

CONSEQUENCES FOR PLAYERS

- No uniform or appropriate protective gear - no play.
- Coaches are expected to remove players for unacceptable behaviours.
- Consequences of non attendance at training will be at the coaches' discretion.
- Major behaviour issues will result in immediate action. Please refer any issues to the Deputy Principal or Sports Administrator.

4.2 PARENTS' & SPECTATORS' CODE

Aussie Sport Codes of Behaviour for Parents and Spectators:

- Remember that children participate in sport for their enjoyment, not yours. Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing. Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition. Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities. Respect officials' decisions and teach children to do likewise.

SPORTS POLICY

- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every participant regardless of their gender, ability, cultural background or religion.
- Fulfill your assigned responsibilities, such as practice supervision, scoring etc.

CONSEQUENCES FOR PARENTS & SPECTATORS

- The coach or team official to informally remind Parent or Spectator of Code of Behaviour.
- In instances of repeated unacceptable behaviour, action to be taken will be decided by Principal / Deputy Principal.

4.3 UMPIRES, REFEREES & OFFICIALS' CODE

- Modify rules / regulations to match the skill levels and needs of young people.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Emphasise the spirit of the game rather than the errors.
- Encourage and promote rule changes which will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Place the safety and welfare of the participants above all else.
- Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in sport not just as a player but as a coach, referee, administrator etc.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
- Provide quality supervision and instruction for junior players.
- Remember that young people participate for their enjoyment and benefit. Do not over emphasise awards.
- Help coaches and officials highlight appropriate behaviour and skill development and help improve the standards of coaching and officiating.
- Ensure that everyone involved in junior sport emphasises fair play, and not winning at all costs.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Support implementation of the National Junior Sport Policy.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

4.4 COACH'S CODE

- Remember that young people participate for pleasure and winning is only part of the fun.

- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- All team players need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport.
- This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Coaches should encourage the use of sunscreen and hats according to the current Sunsmart Policy.

COACH'S DUTY OF CARE

(reference 'Administrative Instructions and Guidelines')

- The Coach is responsible for the safety of children during practices and games/matches. By law, he/she is responsible to take 'all reasonable care'.
- After matches coaches, managers or supervising parents are to remain with waiting children until collected by a Parent or Carer or leave them in the care of a responsible adult.
- Ensure that you have immediate access to every child's contact details and medical information at training and games.
- If on the school premises uncollected children may be escorted to the Front Office. If not on school premises phone the Deputy Principal.

5 SAFETY, FIRST AID & INJURY PROCEDURE

DUTY OF CARE

All parents who become involved with any sport in an official role have a 'Duty of Care' to discharge. The nature of this Duty of Care includes any action taken for the proper care of the child while engaged in sporting activities.

- Never leave any child alone at the end of a match/training session while they wait for the arrival of their parent/carer.

SPORTS POLICY

- No child is allowed to leave any sporting venue unless accompanied by their parent/carer unless prior arrangements have been made.
- Parents should be notified in writing of all times and places of training and competition.
- All coaches/managers are covered by Vicarious Liability if they have discharged properly their Duty of Care.
- Each sports coordinator is responsible for the provision and each manager for the upkeep of First Aid Kits, which must be on hand for all practices and games/matches.
- Managers to report to appropriate Sports Administrator when first aid kits need replenishing.
- All coaches and supervisors, including parents and teachers, should be encouraged to have a current First Aid Certificate.
- Children with open wounds are to be removed from play immediately. The wound should be cleaned and covered (gloves should be worn) before the child may re-enter the game.
- Minor first aid can be administered. For serious cases call the ambulance who will assess the condition of the child. Contact the parents.
- An Incident Report Form ED155 (located in Co-ordinator's Folder) must be filled out by the coach and returned to the Sports Administrator if the injury results in medical assistance being required.*
- The Sports Administrator and Principal / Deputy Principal must be informed of any accident.
- Training will be cancelled if there is unreasonable safety risk (eg: weather)
- Coaches and managers will be advised by parents of any child with specific medical condition (e.g. asthma, diabetes) on an authorized school medical form.
- No child will participate in any sport until the manager is in receipt of a Medical Form appropriately completed and signed by parent/guardian.
- Coaches should encourage the use of 'sunscreen and hats according to the school policy.
- Coaches and managers are responsible for ensuring that all sports equipment is safe and that children wear appropriate protective equipment.
- Parents should check with the appropriate sports coordinator regarding the necessity of mouth guards for specific sports. If required it is recommended that parents discuss this with their family dentist or the School Dental Service.

PROTECTIVE EQUIPMENT FOR AFTER SCHOOL SPORTS

Soccer- shin guards compulsory, mouth guards strongly recommended.

Cricket - helmets and protectors compulsory.

Football - mouth guards strongly recommended for younger students and compulsory from Year 4 –7.

Basketball - mouth guards strongly recommended.

Softball- Helmets and mouth guards compulsory

Helmets are supplied by the School for Softball and Cricket

6. GRIEVANCE PROCEDURE

Students/parents must be able to seek support from someone they feel comfortable with such as: coach/team manager, official, parents, other adults, teacher, sports convenor or Principal should an issue arise. **Confidentiality** is vitally important. Ensure the person you talk to is able to keep it to themselves. Small conflicts are easier to resolve

than big ones and the less people involved and offering opinions the easier you will find it is to stay in control of your grievance and the solution for which you are aiming.

Procedure:

Option 1: Approach the other person and express your grievance. Both parties work together and successfully resolve the problem.

Option 2: Express your concern personally or by letter to the committee of the sport concerned. They will treat your concern confidentially, define the problem, decide on a response in keeping with the policy and report the outcomes to you as soon as practicable.

Option 3: Letter to the School Council Sports Committee- as above

Option 4: Approach the Deputy Principal.

7. CANCELLATION POLICY

We will endeavour at all times to ensure training occurs, however there may be times when this is unfeasible.

- In the event of hot weather: if the forecast temperature is 38degrees Celsius or higher as at 4pm the day prior according to www.bom.gov.au training and games will be cancelled.
- For morning outdoor sports: Those sports starting later than 10am will be cancelled if the forecast temperature is 38 degrees Celsius or higher as at 4pm the day prior according to www.bom.gov.au. Games earlier than this may continue.
- If the weather during training times is excessively wet, teams shall move to the a sheltered area where the coach will supervise them until they are collected at the usual time of training ending.

8. PLAQUES AND ACHIEVEMENTS

- Participation is the focus of Primary Sport thus the achievement of all children who participate can be recognised via the Participation Plaques.
- Every child receives a participation plate for their plaque at the end of each season.
- Plaques can be purchased from the Finance Office at the school.

9. UNIFORMS & EQUIPMENT

- Children will be issued with uniforms for the duration of the season and parents will be expected to launder them and keep them in good repair.
- Uniforms should not be altered in any way.
- Coach/managers should collect uniforms and equipment at the completion of the season and inform the front office of any non-returns or damage. Parents will be invoiced for uniform that is not returned within 4 weeks after the completion of the season.
- All damaged and or lost uniforms and equipment to be reported immediately to the Sports Administrator and not wait until the end of the season.
- Parents will be invoiced separately for damaged and/or lost equipment and uniforms
- Individual protective equipment is compulsory and is the responsibility of the parents.
- Team equipment is the responsibility of the manager.
- An inventory of all kits and equipment should be undertaken at the end of each season.

10. FEES

SPORTS POLICY

- To be set by the School in consultation with the Sports Sub-Committee.
- As out-of hours school sport is a voluntary activity the fee set by the committee must be paid for the student to participate.
- Fees must be set at a level to ensure the group's continued financial viability but not to be exclusionary.
- All children participating in a sport are required to pay fees by the fourth round of competition. Parents of non financial players are reminded of payment obligations after Round 4 by the Co-ordinator. Parents who still do not pay their fees will be contacted by the Finance Office.
- Coaches of sports teams will pay half the set fee for their child for that sport.
- Sports Co-ordinators of teams will not be required to pay the fee for their child for the sport they are co-ordinating (up to 2 children).

11. INSURANCE

- As set out in the 'Administrative Instructions and Guidelines' No 119.
- A list of names of coaches, managers and other volunteer parents must be tabled at a School Council meeting. Volunteers are covered by Vicarious Liability. Sports is under the umbrella of School Council and the Sports Committee.
- Parents are encouraged to arrange insurance for their child who is participating in sporting activities.

12. SCHOOL SPORTS INFORMATION

Core Sports: Soccer - Football - Cricket - Basketball - Softball - Netball

Other sports will be included if there is a competition, sufficient students, a co-ordinating parent and parent support.

All children are required to participate in their year group or age group as defined by the sporting associations.

Promotion to a higher group can only occur under exceptional circumstances. Approval must be obtained from the Sports Administrator or Deputy Principal.

13. LOCAL ASSOCIATIONS & SCHOOL PARTICIPATION

- The school encourages children to participate in Local Associations and does not preclude children from playing for such associations. It aims to set up sporting associations in cooperation rather than in competition to local bodies.

14. EQUAL OPPORTUNITIES

- Junior Sport Equal Opportunities will be followed.
- Where we cannot form teams due to insufficient numbers, schools nearby may be approached to field composite teams.
- Participation in games must be encouraged. To achieve this it will be necessary to rotate all members of the team (including better, more skilled players).
- In sports teams where players need to be loaned to an opposition team this should be done on a rotational basis.

15. EQUAL ABILITY TEAMS

Where the school enters two teams in the same age group / year level competition every effort should be made to ensure the teams are of equal ability. In exceptional circumstances the Sports Co-ordinator may make changes to teams after the season has commenced in negotiation with the Sport Administrator or Deputy Principal.

16. OUTSIDE REGISTRATIONS

Children not attending Black Forest Primary School should only be allowed to register for a team if there are insufficient numbers to form a team. Once registered, children are to be treated equally throughout the sport's season.

17. SAPSASA—Please refer to BFPS SAPSASA Policy

18. UNIFORM CODE

Football – Boots, Navy blue Football Socks, navy Football Shorts and Mouth Guard *Guernsey's provided by the school*

Netball - Sneakers, White Socks above the ankles, Blue Skirt; *Tops provided by the school*

Basketball - Navy shorts without pockets, sneakers and mouth guard optional. *Tops provided by the school*

Softball - Socks, Sneakers, Black Forest Legionnaires Hat, navy shorts/pants only (no skirts) *Glove and uniform top provided by the school*

Soccer - Boots, Navy blue soccer socks, Shin Guards, navy shorts without pockets *Tops provided by the school*

Cricket - School uniform (Kanga Cricket); School polo shirt and white pants (Year 4 - 7), sneakers. Wide brimmed hat is mandatory. Cricket box compulsory (Year 4 – 7)

19. MEDICAL AND CONSENT INFORMATION FORM

- A Medical and Consent information form **MUST** be completed for each child participating in any sporting activity prior to the commencement of the season.
- These forms must be kept in an accessible place during practice and match times. E.g. Coach's folders that are provided by the school.

20. SPORTS FEES

At the beginning of each season, all players are provided Nomination Forms and payment options. All players are required to pay the full amount prior to the commencement of the season. Payment is returned along with the Sports Nomination Form by the specified deadline.

Please be aware that these fee costs may vary from season to season and are determined by the Sports Committee.

Increases will occur when registration, equipment and resourcing requirements increases.

21. REGISTRATION PRACTICES

Summer sports (Softball, cricket, basketball) - Registration of interest via a separate note will be distributed in Term 4 of each year. For Winter Sports, registrations of interest will be in Term 1.

22. SUMMARY OF AFTER SCHOOLS SPORTS OFFERED

Sport	Season & Duration
Softball	Term 1 & Term 4 (Summer)
Cricket	Term 1 & Term 4 (Summer)
Soccer	Term 2 & Term 3 (Winter)
Football	Term 2 & Term 3 (Winter)
Netball	Term 2 & Term 3 (Winter)
Basketball	All Year Round

