



Whitefriars Catholic School

After School Sports Policy & Procedures

Reviewed:

- **February 2018**
- **February 2019**
- **June 2022**

MISSION STATEMENT

*Whitefriars Catholic School,
in partnership with parents, the Catholic parish and local community,
educates and nurtures each child in the Josephite tradition,
sharing the mission of Christ within the world today.*

1. AFTER SCHOOL SPORT AT WHITEFRIARS CATHOLIC SCHOOL

Playing sport at an early age provides many benefits, including physical development, leadership skills and social skills. Whitefriars Catholic School recognises that these elements of our children's development are important and should work in conjunction with and complement other elements of school life. Consequently, Whitefriars Catholic School is committed to the provision of both School Curriculum Sport and After School Sport for its students:

- School Curriculum Sport is the organised lessons that follow the Australian Curriculum for Physical Education and are delivered by the Physical Education (PE) Teacher during school hours. From time to time these will also include annual sporting carnivals and events for which 'Registered Volunteers' are encouraged to assist at.
- After School Sport is the extra-curricular, interschool competition available to students to participate under the Whitefriars Catholic School team name. After School Sport is coordinated by a nominated staff member and organised and led by registered volunteers.

The structures detailed in this policy refer to After School Sport.

Whitefriars Catholic School will strive to maximise opportunity for all children to be involved in After School Sport by:

- Providing opportunities for children who wish to participate, regardless of ability, in after school sport
- Promoting a healthy and friendly environment that encourages a sense of personal achievement, identity and satisfaction
- Promoting an environment that encourages enjoyment, the development of self-esteem and confidence
- Promoting an understanding of fair play
- Encouraging co-operation through the development of team skills
- Maximising the pool of suitable registered volunteers to act as coaches and team managers
- Provide opportunities for coaches to complete courses and cover the cost of these courses
- Promoting engagement with community-based sporting organisations
- Promoting the importance of school - community links in its junior sporting program

2. SCHOOL SPORTS NETWORK

The School Sports Network (SSN) is to act as an advisory group for the After School Sport Coordinator (known as the Sport Coordinator) and the Principal on after school sport matters. The SSN may refer decisions to, and seek advice from the School Board as required. The SSN is also responsible for carrying out the following functions:

- Meet on a regular basis (at least once per term)
- Submit a SSN report to each School Board meeting
- Assist in determining an appropriate fee structure for after school sports programs, with a view to achieving consistency across all sports

Membership of the School Sports Network will consist of:

- A parent representative from each after school sport offered
- The Sport Coordinator
- The Principal
- A School Board Member

3. AFTER SCHOOL SPORT COORDINATOR

The school will appoint the Sport Coordinator who will be responsible for the coordination of after school sport which includes:

- Being the first point of contact for the school community
- Being responsible for each sport's team nominations and setting costs for each season
- Distributing information to parents and players including registration information, consent forms and codes of behaviour, training times, training cancellations
- Ensuring all Coaches and Team Managers are registered volunteers
- Being responsible for the allocation of teams based on the right of all children to participate regardless of ability or experience to create evenly distributed teams for each season
- Determining minimum and maximum numbers for teams, in each sport
- Providing expectations, information and advice to volunteer Coaches and Team Managers on any medical, special needs or other issues that may be relevant or necessary for their effective interaction with and coaching of players
- Providing all coaches with a fully stocked first aid kit and booklet at the beginning of the season
- Assisting coaches and team managers with training options
- Maintaining appropriate quality and quantity of uniforms and equipment
- Clearly stipulating to parents the uniform items to be provided by the participant
- Establishing a clear uniform collection and return process to track items
- Ensuring all equipment supplied to teams are in good condition and appropriate for the age group using it
- Organising end of season mementos for participating students and volunteers

4. PARENT REPRESENTATIVE

The school will strive to allocate a parent representative for each After School Sport who promotes and advocates for their sport through their membership on the School Sports Network.

5. COACH/ TEAM MANAGER

Teams may only participate in their After School Sport competitions once they have an assigned Coach. It is desirable for each team to also have a Team Manager to assist with the team's organisational matters. Both these roles are volunteer positions and must adhere to the school's Registered Volunteer requirements.

- Oversee the general running of the team and ensure the safety of students in their care
- Co-ordinate training and coach at matches
- Provide as equitable as possible game time to all players present
- Ensure students abide by the Players' Code of Conduct
- Abide by the Coaches' Code of Conduct
- Report any administrative issues to the Sport Coordinator
- Administer first aid to students in their care and report details of injuries incurred at practice or matches to the Sport Coordinator
- Ensure the team's first aid kit is accessible at training sessions and matches
- Contact the Sport Coordinator immediately if the first aid kit needs replenishing
- Ensure all equipment used is kept in good condition
- Communicate any behavioural concerns regarding players or spectators to the Sport Coordinator

6. TEAM SELECTION PROCEDURE

The Sport Coordinator will consult program information from each sport to determine a minimum and maximum number of players per team, per grade. Eg. Soccer U6s minimum 4 and maximum 7. It is possible that not all interested students are able to be placed in a team. In this instance, the school will strive to provide continuity to students who have demonstrated ongoing participation in a sport and then allocate students to teams on a first in, first serve basis and utilise QKR registrations to determine this. Students who are unable to be placed in a team will remain in a waiting list and, if the coach agrees, may train with the team to develop valuable skills.

Non Whitefriars Students' Participation in After School Sports

It is expected that only students enrolled at Whitefriars Catholic School participate in our school's after school sports teams. However, if a team will not be able to proceed because of the lack of Whitefriars Catholic Students registered

to play that sport, a coach or team manager can submit a written request to the School Sports Network for consent to allow a student or students from another school to play in that team.

Preference will be given to students from our other Parish schools in the Catholic North Western Community

7. TRAINING AND COMPETITION

Parents shall be provided with information concerning their child's participation in sport. This will include the:

- names and contact information for the coach and team manager
- details of training (where applicable) and competition that involves their child

Coaches are to notify families if training is to be cancelled. Contact phone numbers will be provided to coaches.

The cancellation of games shall be determined by the policy of the sports body, association, or venue responsible for the competition.

8. INCLEMENT WEATHER

Participants' welfare is of the utmost importance. For this reason, training is to be cancelled if it occurs outdoors, in the afternoon and the forecast temperature is 34 degrees or greater. Training will be at the discretion of the coach if scheduled in the morning or when it is raining. Consideration needs to be given to prevailing conditions, ensuring a safe playing environment and the overall welfare of participants. Where possible, coaches can look to an alternate location indoors or in a sheltered environment.

9. COSTS INVOLVED

Participant costs should be kept to a minimum and consideration given to a reduction in fees, to those in genuine need. Those who are in need are to discuss their concerns with the Sport Coordinator and/or the Principal.

10. FIRST AID

All adults involved are encouraged to undertake an appropriate course of instruction e.g., Basic Casualty Care, ASMF Management of Sports Injuries.

11. AMBULANCE COVER

The School's Ambulance Cover covers students who are participating in formal school activities (training and/or matches at or away from the school).

12. FUNDRAISING

Fundraising may be undertaken within individual sports to assist with the costs of items such as equipment replacement, uniform replacement and end of season presentations and trophies. The purpose for fundraising should be clearly identified at the commencement of the season and all proceeds are to be forwarded to the Sport Coordinator / Finance Officer in a timely manner. The school will ensure funds are appropriately managed, including the keeping of records that identify which sport has raised the funds.

All attempts shall be made to apply these funds towards the identified purpose. However, surplus funds may be used to assist in the support of other out of school sport programs. Utilisation of these funds by other sports in this manner shall be decided by the School Sports Network and approved by the Principal.

13. AWARDS

End of Season Participation Awards will be organised by the After School Sport Coordinator. These awards might include a certificate, medallion, and/ or team photograph. Thankyou gifts for volunteers will also be the Coordinator's responsibility and might include an item with the Whitefriars logo inscribed. Individual achievements will be acknowledged at the discretion of the Principal/ ASS Coordinator. The school will host an end of season presentation. Individual team celebrations are at the discretion of the team and are to occur off site.

14. GRIEVANCE PROCEDURE

Whitefriars Catholic School is committed to creating a safe and supportive environment where students can participate in a range of sports and continue to develop their skills and abilities.

If students or parents have concerns about an aspect of the After School Sport program, they are to follow this process.

Step 1. Talk to the person about what is upsetting you and tell them to stop the behaviour. It is very important to be mindful that there are often a range of perceptions about an issue. Therefore, listening to another person's version of the story or issue can often solve the concern.

Step 2. Contact the team Coach or Team Manager involved to discuss your concerns. If you feel the issue you have raised is not resolved, make an appointment with the Sport Coordinator.

Step 3. Meet with the Sport Coordinator. You may wish to arrange for another person – child or parent to support you by attending the meeting with you.

Step 4. Allow for a reasonable time frame for the problem to be addressed. If you are dissatisfied with the outcome of the meeting make an appointment to see the Principal.

Step 5. Inform your parent(s)/ caregiver(s) so they can talk to a member of the leadership team.

If you believe the issue is of a serious nature, it may be advisable to take the concern straight to the Sport Coordinator or Principal. Throughout this process it is important to maintain confidentiality and positive working relationships are restored.

15. CONDUCT

Codes of Behaviour are distributed to coaches at the beginning of each season. These are to be distributed to players, spectators and officials accordingly.

Players

Behaviour expected of players before, during and after competition should be consistent with what is expected at school. The Players Code of Conduct provides guidelines for what constitutes appropriate behaviour. Appropriate consequences for failure to comply with the code will be administered by the coach in the first instance, followed by further consultation with the Principal.

Coaches, Team Managers, Parents & Spectators

Parents shall be expected to uphold the relevant Code of Conduct, in their capacity of volunteer (e.g. coach or co-ordinator) or spectator. Breaches of this that may arise shall be dealt with by the coach, co-ordinator or any other parent, and be referred to the Principal via the school Sport Coordinator as necessary.

There is an expectation that parents and spectators will behave in an appropriate manner. In this way support can be provided for the team officials and the players.

APPENDIX A: CODES OF CONDUCT

Codes of conduct shall be promoted amongst all parties involved in sporting activities. Consideration shall be given to having these acknowledged and signed by participants.

Code of Conduct for Coaches and Team Managers

- Place the safety and welfare of the participants above all else.
- Help each person to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Act within the rules and spirit of your sport.
- Promote fair play and prioritise fair game time.
- Respect the decisions of officials, coaches and administrators.
- Condemn unsporting behaviour, show respect and courtesy to all involved with the sport.
- Ensure your decisions and actions contribute to a harassment-free environment.

Code of Conduct for Parents

- If children are interested, encourage them to participate. However, if a child is not willing, do not force him or her.
- Focus upon the child's efforts and performances rather than the overall outcome of the event. This assists the child in setting realistic goals consistent with his or her ability by reducing the emphasis on winning.
- Goals that are perceived by children to be too high only serve to make them anxious.
- Teach children that an honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
- Encourage children that they should always participate according to the rules of the game and the school.
- Never ridicule or yell at participants for making a mistake or losing a game.
- Remember children are involved in organised sport for **their** enjoyment, not principally **yours**.
- Remember that children learn best from example. Quietly and gently applaud good players in all teams.
- If you disagree with an official, raise the issue through the appropriate channels rather than question the official's judgment and honesty in public. You may wish to inform the Principal after the event.
- 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 your children, and they deserve your support.
- Avoid the use of offensive or derogatory language, including that based on gender.

Code of Conduct for Players

- **Play By the Rules** – Playing outside the rules is called "cheating".
- Play for the fun of it and not just to please parents and coaches.
- Never argue with an official. If you disagree, have your captain or coach approach the official during a break or after the competition.
- Control your temper. **This requires personal discipline.** Verbal abuse of officials or other players, and deliberately distracting or provoking an opponent, is not acceptable or permitted in any sport.
- Work equally hard for yourself and for your team. Your team's performance will benefit, so will you.
- Be a good sport. Gain respect from your teammates and opponents because of the fair way you play the game. Applaud all skilful players whether they are from your team or the opposing team.
- Treat all players as you would like to be treated. Do not interfere with, bully, or take unfair advantage of another player.
- Co-operate with your coach, teammates, and opponents. Without them there would be no competition.
- Avoid the use of offensive and/or derogatory language.