

# Sports Guidelines



**These Sports Guidelines apply to extra-curricular sports where students are representing Bell Block School**

## STATEMENT

School sport is an opportunity for students to participate in physical activities to develop skills, self-esteem, fun, fitness and friendships. There are many sporting opportunities for participation and involvement at Bell Block School. Many of those opportunities occur outside of school hours and rely on adult volunteers from the school community to coach, manage and support teams. Without the commitment of volunteers our students would not be able to participate in extra-curricular sports. These Guidelines outline the process, responsibilities and commitment required by players, parents, organisers and spectators. It is a condition that all students and adults agree to abide by these Guidelines when participating in and assisting with extra-curricular school sports.

## OBJECTIVES

The key objectives for extra-curricular sport at Bell Block School are:

- Provide opportunities for all students (who qualify by age) to participate in sport regardless of ability.
- Provide for all students a safe and healthy sporting environment that encourages enjoyment, confidence and a sense of personal achievement.
- Provide learning opportunities for all students to develop fair play and sportsmanship.
- Encourage co-operation through the development of team skills.

## SPORTS CO-ORDINATOR

The school employs a Sports Co-Ordinator to promote and organise extra-curricular sports activities and opportunities for students.

The Sports Co-Ordinator will:

- Communicate opportunities to students via school communication platforms
- Collate registrations, establish teams, recruit and allocate coaches and issue appropriate information to coaches, managers and caregivers
- Issue initial notices to sports teams and notify coaches and managers of team members and their contact details. The day-to-day organisation and management of extra-curricular school sports teams will be undertaken by the volunteer coaches and managers
- Maintain communication with team coaches and managers
- Ensure venues and equipment are adequate for practices and games
- Manage the sports budget in consultation with the Executive Officer including the purchase of new equipment/uniforms
- Establish fees for each sports code in consultation with the Executive Officer
- Liaise with the school Principal when required.

## **ONLINE REGISTRATION**

- All sports registrations are completed online via a Google form on the school website or a hard copy at the office.
- Wherever possible, registrations will be open for a minimum 2-week window. The registration closing date will be set at pre-determined time nominated by the Sport Co-Ordinator in order to meet the deadline for team entries with the regulating sporting body.
- For some Term 1 and 2 sports, registrations will open during the January school holidays before school commences for the year.
- Registrations for other sports during the year will open as soon as practicable after event information is known from the regulating sporting body.
- Families will be notified of registrations open via the school app '@school', Facebook, school website and in the first available school newsletter. Students will be notified in the daily notices and with reminders throughout the registration window.
- Reminder of registration closing dates will be notified at least 1 day prior to closing via the school app '@school', Facebook post, and newsletter if possible.
- Upon closing, no late registrations will be accepted.
- The Sports Co-Ordinator has discretion to recruit additional players for any team if required to improve the playing experience for those team members. The discretion sits with the Sports Co-Ordinator and his/her decision is final.

## **EXTERNAL REGISTRATIONS**

Children not attending Bell Block School should only be allowed to register for a team if there are insufficient numbers to form a team. Once registered, players are treated equally throughout the sports season. A bond of \$50 will be required before a uniform is issued.

## **FEES**

- Fees are set by the Sports Co-Ordinator in consultation with the Executive Officer using their best judgment having regard to the team's financial viability and ongoing equipment requirements and with an overarching focus on encouraging player participation and engagement.
- As extra-curricular sport is a voluntary activity, the fee set by the school must be paid by the payment deadline in order for the student to be selected for a team.
- Failure to make payment by the deadline will result in the student being ineligible for team selection.
- A grace period may be allowed at the discretion of the Sports Co-Ordinator if a request for extension of payment has been made in writing prior to the payment deadline.
- In the event of financial hardship, payment plan arrangements may be made with approval of the Principal.
- Payment may be made by cash into the school Dropbox or by deposit into the school bank account.

- Once registration is confirmed, an invoice will be raised for each player for the sport fee and will be loaded against their account on the school student management system. The account balance may be viewed at any time on the parent app '@school'.
- An email reminder will be sent to families with outstanding accounts advising of the last date for payment and consequences of failure to pay (exclusion from team).
- Fees may vary from season to season and are determined by the Sports Co-Ordinator and Executive Officer. Increases will occur when team registration, equipment and resourcing requirements increase.
- School financial resources cannot be used to fund extra-curricular sports therefore all extra-curricular sports will be self-funded.

### **AGE REQUIREMENTS**

Individual sporting rules and regulations will be followed as directed by the regulating body of that sport. All students will participate in their relevant year or age group.

Promotion to a higher age group may be acceptable if there are insufficient numbers present in the older age group. A younger player who has been assessed as being able to compete at a higher level may do so providing agreement has been obtained from the child's legal guardian and all officials are in agreement with the decision. A child should not be played at a higher level in circumstances where the lower level team is left short of players.

### **INSUFFICIENT NUMBERS**

Where the school cannot form a team due to insufficient numbers, schools nearby may be approached to field composite teams. In this event, a parent/guardian may elect whether their child wishes to play for another school or withdraw their child's registration. In the event that the school cannot form a team and no composite team is available or the parents elects to withdraw the registration, the parent/guardian will be entitled to a refund of any fees paid.

### **MULTIPLE TEAMS IN A GRADE**

Where the school enters two or more teams in the same age group/year level competition, every effort should be made to ensure the teams are fair and equitable having regard to all relevant factors. In exceptional circumstances, the Sports Co-ordinator may make changes to teams after the season has commenced in consultation with the coaches/managers and school leadership team.

### **UNIFORMS**

Once registration is confirmed, payment made and placement in a team is finalised, players will be issued with a school sports uniform for the duration of the season. Caregivers are expected to launder the uniforms and keep them in good condition. Uniforms should not be altered in any way.

Return of the uniforms will be at the conclusion of the season, either by return to the coach/manager or to the school office.

Any damaged or lost uniforms should be reported immediately to the Sports Co-ordinator. Parents will be invoiced for damaged (where it was not in the act of playing or training) or lost uniforms.

Individual protective equipment is compulsory and is the responsibility of the parent/caregiver.

## **COACHES AND MANAGERS**

Coaches and managers are selected on a 'first in-first served' basis when they complete the sports registration form indicating that they are willing to coach or manage.

Coaches are informed that they will be coaching either when the team lists are finalised or when the Sports Co-Ordinator contacts the coach or manager.

The Sports Co-Ordinator will try to place parent coaches with a team that fits their child's age and peer group. This may not always be possible if there are fewer registered players in that age group or if there are insufficient coaches to lead teams.

The Coach and Manager will:

- Oversee practice and games
- Oversee day-to-day management of the team
- Communicate as required with the local sporting body organising the sport (e.g. Netball Taranaki, City Touch etc)
- Provide a referee/umpire where required and fulfil other expectations that the local sporting body has of them (e.g. notifying match results as required)
- Maintain close communication with the Sports Co-Ordinator and advise promptly of any damage or loss of equipment.
- Communicate with families to ensure awareness of expectations and engagements
- Be familiar with these Sports Guidelines and Code of Conduct and ensure compliance at all times. Failure to comply may mean the coach or manager is relieved of their commitment. Encourage parents, spectators and players to follow the Code of Conduct.
- Ensure the safety and welfare of players above anything else
- Provide quality training experiences for children to maximise participation and skill development.
- Guard against placing a child at unnecessary risk having regard to protective equipment, dangerous fielding positions, weather conditions etc.
- Take into consideration the physical, social and emotional development level of participants when scheduling and determining the length of practice times and competition.
- Follow the advice of a physician when an injured player is ready to re-commence training or competition involvement.

## **CODES OF CONDUCT**

Codes of Conduct are set in place to ensure that the sporting experience is safe, inclusive, supportive and enjoyable for players, coaches, managers, parents and supporters. A copy is attached to these Guidelines.

## **PRACTICES**

It is the responsibility of the coach to determine when and where practice is to be held and to hold practice at a time that is convenient to as many players as possible. Practices are for the enjoyment and development of the whole team.

If a team wishes to utilise school grounds for practice outside of school hours, a booking should be made through the Sports Co-Ordinator to ensure that a space is available as there are often many teams competing for the use of limited school areas.

## **EQUIPMENT**

The coach or manager will be provided with team equipment and is responsible for the equipment for the duration of the season. An inventory of the team equipment provided will accompany the gear bag.

## **TROPHIES**

At the discretion of the Sports Co-Ordinator, a Player of the Day trophy may be issued to the team. If so, it remains the property of Bell Block School. Each coach/manager/player is responsible for the trophy to be returned to school after the conclusion of the season and in all cases, no later than the close of school for the year. Unreturned or damaged trophies will incur a replacement fee or repair cost.

## **DRAWS AND CANCELLATIONS**

It is the responsibility of the team coach or manager to notify the team of the draw and game times and/or cancellations.

## **MEDICAL CONDITIONS**

If a player has a health condition, this should be advised to the school during each sport registration process and it will be passed on to the coach or manager. Whilst all care will be taken by coaches and managers to accommodate the health condition, coaches and managers are not medical staff and it remains the parent's responsibility to ensure the player's wellbeing during practice and games.

The school accepts no liability for any injury or accident arising during extra-curricular sport activities.

## **TEAMS WITHOUT A COACH**

From time to time, teams may not have a coach available to lead the team. In such cases, the Sports Co-Ordinator may choose to:

- Register the team and instruct the parents to share the role and responsibility of coach/manager;
- Withdraw the team if no-one is able to support the team

## **COMPLAINTS PROCEDURE**

In the first instance, the coach or manager may be approached in confidence to address the concern. If that is unsuccessful, the Sports Co-Ordinator should be informed of the nature of the concern and the steps taken to address the issue. The Sports Co-Ordinator will refer the matter to the school leadership team for further consideration.

# Sports Code of Conduct



**The Sports Code of Conduct applies to all sports and physical activity at Bell Block School whether it takes place at school or outside of the school**

## **CODE OF CONDUCT FOR PLAYERS**

- Have fun!
- Play by the rules of the game and in the spirit of fair play
- Show good sportsmanship at all times
- Accept the official's decisions. Let your coach or captain ask any questions
- Be a team player and work hard to achieve team goals
- Respect the coach, referees, teammates, yourself and the opposition
- Turn up on time for practices and games and let the coach know if you can't make it
- Be modest in victory and gracious in defeat
- Be a good sport - use positive, encouraging comments to your own team and opposition
- Wear the correct sports uniform and respect equipment
- Always thank the opposition, coach and officials at the end of the game
- Represent Bell Block School with pride, honesty and integrity

## **CODE OF CONDUCT FOR PARENTS AND SUPPORTERS**

- Act in a positive manner, use encouraging and unbiased comments and demonstrate calm temperament on the side-line
- Respect the decisions made by officials. Refrain from criticism or abuse of the officials/opposition
- Applaud good play by players on both teams
- Encourage players to play by the rules and show good sportsmanship at all times
- Discuss any issues with the coach at an appropriate time
- Do your bit! Offer to take up a role in the team (umpire, scorekeeper, first aid, substitutes, cheerleader etc). It is easy to criticise but not so easy to take up the challenge yourself

## **CODE OF CONDUCT FOR COACHES AND MANAGERS**

- Have as much fun as possible
- Ensure all team members' game time is as equitable as possible
- Ensure the safety and welfare of players above anything else
- Encourage players to play by the rules and show good sportsmanship at all times
- Be generous with praise when it is deserved. Applaud effort as well as success
- Respect the judgment of officials and encourage players to do the same
- Do not tolerate foul play, fighting or bad language. Be prepared to take off any player whose behaviour, language or actions are unacceptable
- Be reasonable with demands on young players time, energy and enthusiasm. Adapt expectations according to players' age and skill level
- Provide a safe environment for players
- Be a positive role model at all times
- Remember that players participate for their *own* fun and enjoyment.

Students involved in school sports teams are expected to comply with the Sports Code of Conduct at all times. A high standard of behaviour is expected from all students when playing in a school sports team and representing Bell Block School.

Unacceptable behaviour may disqualify a student from representing the school.

If a student is found to be in breach of the Sports Code of Conduct or displaying unsportsmanlike behaviour, there will be consequences applied either on the sports field or within the school environment. Consequences may include (but not limited to) being stood down from the team for one or more games.

Parents will be contacted by the school to advise of the incident and/or consequences.

If a parent, spectator, coach or manager is in breach of the Sports Code of Conduct or displaying unsportsmanlike behaviour, the breach should be addressed informally in the first instance. If the breach continues, it should be reported to the Sports Co-Ordinator who will refer the matter to the school leadership team for consideration.