



Positions Vacant 2021: Coordinator, Team Manager, Coaches for each of the following After School Sports: Netball, Soccer, Cricket and Basketball

Dear Parents/Caregivers,

For the After School Sports Program at Clapham Primary to successfully continue next year will depend on the willingness of parents/caregivers to **volunteer** to fill the above positions. You will be a member of the Sports Committee which includes the Deputy Principal, Convenor (Governing Council representative), Physical Education Teacher and After School Sports Administrator. The Sports Committee meets once a term.

Sport Coordinator: Each after school sport must have a parent volunteer to act as a Sport Coordinator. The role of the **Sport Coordinator** (with support from school/PE teacher) is to:

- Organise team coaches and team managers and other officials as needed.
- Ensure First Aid Kits and keys/fobs are provided in conjunction with Sports Administrator and Front Office.
- Encourage coaches and managers to keep an up-to-date inventory and inform Sports Committee of the need to purchase or replace equipment.
- Support coaches and team managers in their roles.
- Circulate fixtures and coaching information and ensure coaches distribute timetable of matches/venues to parents/caregivers.
- Support coaches re player and spectator behaviour expectations and any other concerns.
- Report grievances or breaches of the codes raised by teams.
- Work with the Sports Committee to develop after school sports at Clapham Primary and inform the community.

Team Manager: It is recommended that all teams appoint at least one Team Manager to assist and support the Coach.

The role of the **Team Manager** is to:

- Obtain email addresses and/or phone numbers from parents of students in the team to facilitate sharing of information ie: match dates, times, venues
- Ensure all players and their parents/caregivers receive a program of matches.
- Ensure First Aid Kits and keys/fobs are signed out from Front Office.
- Notify players and their parents/caregivers in adequate time if training or matches are to be cancelled.
- Keep a record of uniforms and other equipment issued and collect at the end of the season.
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Clapham Primary

Respect | Responsibility | Cooperation

Coach: Each after school sport must have a parent volunteer to act as a Coach.

The role of the **Coach** is to:

- Keep in mind that the sporting activities are for primary students whose skills and abilities are partially developed. Therefore the emphasis should be on modified games/activities.
- Develop each student's specific sports skills, social skills and ability to play as part of a team.
- Organise practice/training sessions in consultation with Team Manager.
- Be punctual at training and matches. Parents/caregivers are not to leave children for practice until the arrival of the coach or team manager.
- Ensure all students have been collected at the end of a training session or match before leaving. If a parent/caregiver fails to collect child they are to be placed in OSHC.
- Ensure you have access to a first aid kit and relevant medical details of students.
- Treat everyone fairly and with respect.
- Include students of all abilities, ages, genders, and ethnic backgrounds.
- Be a good role model for the students.
- Show enthusiasm and enjoyment – make it fun.

A responsible adult must be in control of all matches and practices, otherwise no activity may occur. If supervision problems occur the Sports Committee/School may withdraw the team.

Other roles such as timekeepers, scorers provide other avenues for parental involvement.

Further information about After School Sports at Clapham Primary can be found in the After School Sports Information Booklet on the school website and skoolbag app. Having nominees for these positions will assist the organisation of our after school sports.

If you have any questions about these roles or indeed wish to volunteer for a 2021 position please do not hesitate to contact me 8276 5633.

Kind regards
Justine Baldwin-Langley
Deputy Principal

