



Clapham
Primary



**AFTER SCHOOL SPORTS
INFORMATION BOOKLET
2021**

Introduction

The purpose of this booklet is to provide information to parents and children regarding the organisation and management of out of school hours team sports available to students in **Years 2 to 7** at Clapham Primary.

By providing you with the facts about each sport we hope that you and your child will be able to make an informed decision about how and where you can be involved during the year.

Age of Students

Students may join a school sports team in the year they turn 8 years of age. Sporting activities for children under this age must focus on skill development and small group games.

Parental/Caregiver Responsibilities

Although the school will actively foster after hours sports, the number of teams registered to compete depends on the willingness of parents/caregivers to coach, manage and supervise teams. It will also depend on the number of interested children and age groups.

Please note: If a parent/caregiver fails to collect their child at conclusion of practice coaches will be instructed to send the child to OSHC, which will be at the parents/caregivers expense.

General Communication

It is hoped each individual sport will have a Sports Co-ordinator (parent/caregiver/volunteer) to organise times, dates, players and any other information, including delegating tasks. Such information will be communicated through the Skoolbag app and/or specific letters to ensure parents are duly informed of activities.

General enquiries can be directed to the Sports Administrator or Leadership.

Code of Conduct

All students and coordinators must fill out a Code of Conduct form (available from the school office) and are expected to abide by The Department for Education Sport Policy.

Summer/Winter Sports

All sports will be classified as either Summer or Winter sports. Summer sports will be played during Terms 1 and 4 and Winter sports will be played during Terms 2 and 3. You are required to make a decision about Summer and Winter sports and pay any necessary fees at the beginning of the appropriate term.

This means that if Clapham Primary has a cricket team, you are prepared to play cricket in both Term 1 and Term 4. This is your child's **Summer Sport**. If your child chooses to pull out of summer sport in **Term 4, there will be no refund**.

As stated, ALL of our sports teams will depend on numbers, and ages of children interested.

Summer Sports may include Cricket, Basketball

Winter Sports may include Soccer, Netball

It may be possible to combine with another school to offer other sports if these are not available at Clapham Primary.

Team Selection

All children who are registered through the school system and attend practice regularly should play an equitable share of games. If team numbers are high, coaches should roster off and/or rotate players for matches.

Registration Fees

Registration forms are available on Skoolbag app or from the front office. The variety and number of teams that will be registered will depend on the information gained from forms received **by the due date**.

A team will be viable only if, by the due date, enough children have registered for a sport with parental approval and adequate number of adult volunteers are in place.

Registered players will receive a trophy of participation.

End of season gifts are generally provided by each sports team to thank individual coaches and team managers. Collections should be taken from the parents/caregivers of those children participating to fund these.

Late Registrations

Where there are too many children registering for a sport and limited coaches, children will be accepted on a first come first served basis. It is essential that if you are considering making a commitment as a coach or helper that you do so in the first instance as it will not be the role of the Sports Coordinator to find volunteers after the due date.

Due Date – term by term basis

Registration forms along with payment are a sign of commitment to a team and need to be sent to the finance office any day up to and including the due date. If a team is viable parents/caregivers will be notified. If a team is not viable refunds will be processed.

Please take particular note of the adult involvement required for your child's specific choice of sport and give some thought to the support role you may be able to take on a full time or part time (shared) basis.

Uniforms and Equipment

The availability of uniforms will depend on the sport. Team equipment is purchased through sport team funds and is provided (along with first aid kit and keys/fob for school access) to the coaches and team managers at the start of each sport season and remains their responsibility until the season is completed. Coaches should request purchase or replacement of items through the Sports Co-ordinator which will be taken to the Sports Committee.

Players are expected to provide and wear their own protective equipment for each sport.

NB: Keys/fobs are ONLY to be used to access school site on the day of fixtures and training and are NOT to be used at any other time.

SAPSASA

Primary school sport activities include interschool competitions, state-wide championships and carnivals and state teams that participate in national school exchanges. At the beginning of each year the Physical Education & Health teacher provides information to those students who are eligible to participate in SAPSASA.

School selection for inclusion in SAPSASA teams is based on the following criteria:

- Students should demonstrate sufficient ability and understanding of chosen sport
- Students will be chosen on merit
- Students demonstrate they can be a 'team player'
- Students in Year 7 will be chosen above Year 6 students where there is similar level of ability. It should be noted that Year 6 students could and should be chosen if in the opinion of the coach/coordinator they have more ability
- Year 5 students are chosen if there are insufficient numbers of Year 6 and 7 students available or when they are eligible for SAPSASA competitions eg: swimming, athletics, cross country
- If necessary, selection trials will be organised by the coach/coordinator to finalise any SAPSASA teams
- Students do not have to be representing Clapham Primary in after school or Saturday morning sporting competitions to be eligible for school team selection

- Students agree to represent Clapham Primary with pride and demonstrate appropriate behaviour in line with school behaviour expectations
- Students agree to follow all reasonable requests of coaches, managers and supervisors

Please see SAPSASA website <http://www.decd.sa.gov.au/sport/> for further information.

First Aid

Parents or caregivers must provide information regarding a child's pre-existing medical condition so all concerned are aware and take appropriate action if the need arises. In this instance a medical information form must be completed and returned with the registration/consent form.

Each team coach or manager must have a first aid kit and have it re-stocked when necessary. These are to be returned at the end of each season. First aid kits will only contain basic materials eg: bandaids, ice packs, bandages etc to deal with minor injuries.

Transport

Transporting children to out of hours sporting venues is the responsibility of parents/caregivers.

Sports Committee

All Clapham Primary sports teams are affiliates of the Sports Committee, which acting on behalf of the Governing Council is responsible for overseeing the management of and recommending school policy for After School Sport and for carrying out the following functions:

- 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 Facilities Subcommittee.
- Oversee equipment, fees and general organisation of the program.
- Assist the school in managing and conducting sports activities.
- Keep Governing Council informed about the After School Sports activities.
- Encourage and assist participation in coach education and accreditation courses.
- 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, Department for Education, or privately operated sports clinics and programs.

Sports Sub-committee membership is:

- Leadership representative
- Convenor (Governing Council representative)
- Sports Administrator (SSO)
- PE Teacher
- Sports Co-ordinators – one for each sport (volunteer or parent)

Meetings are held at least once a term.

After School Sports Management Structure Overview



Role of the Sports Administrator

The Sports Administrator works in cooperation with the Sports Committee to assist in the administration of After School Sport.

The Role of the Sports Administrator is to:

- Liaise with Leadership in exercising a general oversight in the management of extra-curricular sport.
- Gauge interest of adults willing to take on Coordinator, Coach, and/or Team Manager positions.
- Support Coordinators in their roles with any administrative duties.
- Compile Coaches/Team Managers list and ensure all have current WWCC and RAN certificates.
- Register teams with District Sports Coordinator or organisation eg: SANJA
- Update and maintain database. (k:drive)
- Ensure First Aid Kits and other basic needs are provided – venues, keys/fobs, bookings etc.
- Manage hire of uniforms and reimbursement at end of season when returned in conjunction with Finance Office.

- Update Clapham Sports Booklet in collaboration with the After School Sports Sub-Committee.
- Distribute and collect Code of Conduct forms from all Coaches and Team Managers.
- Organise meetings, prepare agendas, distribute minutes and if necessary, of the After School Sports Sub-Committee.
- Provide a list of all coaches and team managers to Sports Sub-Committee. This information will be tabled at Governing Council.
- Update roster for use of school facilities in conjunction with Finance Officer.
- Promotion of new and existing sporting opportunities. (Skoolbag/Newsletter)
- Liaise with Sports Coordinators and PE Teacher to determine allocation of students to teams and communicate this to parents.
- Distribute draw/fixtures and team information.
- Oversee the management of the individual sports' budgets in conjunction with Leadership and Finance Officer.
- Coordinate payment of umpires in conjunction with Finance Officer.
- Support team coaches re player and spectator behaviour expectations and any other concerns.
- Manage the succession planning and induction of new Coordinators.
- Ensure registration forms and payments are put on Qkr! in conjunction with Finance Officer.
- Assist Coordinators with the distribution and collection of registration, medical and other forms.
- Ensure alerts are put on Skoolbag 1 week and then 1 day before registrations and payments are due.
- Assist Leadership to manage complaints or issues arising involving the behaviour of spectators, parents, players or coaches.
- Check equipment at end of season and arrange storage.
- Ordering of new equipment.
- Ordering of trophies.
- Assist the Coordinators with the end of season sports presentations.
- Provide OSHC a list of names of students involved in sports and relevant training days.

Role of Individual Sport Co-ordinators

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.

Role of the Coach and Team Manager

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.

It is recommended that all teams appoint at least one Team Manager to assist and support the Coach. Other roles such as timekeepers and scorers provide other avenues for parental involvement.

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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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.

Codes of Conduct

Coaches and Team Managers

- Remember that young people participate in sport for pleasure – winning is only part of the fun.
- Operate within the rules and spirit of the sport – help players to understand that playing by the rules is their responsibility.
- Be respectful towards opponents and officials.
- Implement relevant sport safety policies and practices.
- Encourage all players – ensure that the time they spend with you is a positive experience.
- Respect the rights and worth of all players – show no favouritism or special treatment.
- Seek to improve all children’s fitness levels appropriate for their age.
- Give all players fair attention and opportunities – fair game time and chance to try out different playing positions
- Ensure you are aware of your mandated responsibility to report suspicion of child abuse or neglect. Complete the online training www.playbytherules.net.au
- Follow medical advice towards sick and injured players.

Players

- Play by the rules and play fair – no verbal abuse or deliberately distracting or provoking an opponent.
- Show respect to and acknowledge opponents and officials – (eg: shake hands before and after the game and say things like ‘good luck’, ‘thanks for the game’, ‘thanks ref’, ‘three cheers for’).
- Never argue with an official – if you need clarification, have your captain, coach or team manager approach the official during a break or after the competition.
- Work equally hard for yourself and your team.
- Be a good sport – applaud all good plays whether they are made by your team or the opposition.
- Participate for your own enjoyment and benefit – not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants – regardless of their gender, ability, cultural background or religion.
- Do not expect or accept favours from a coach or person involved in team or club management.
- Speak to an adult you trust if you have an issue, feel unsafe or are concerned about someone.

Parents & Spectators

- Remember that children participate in sport for their enjoyment – not yours.

- Encourage children to play according to the rules – settle disagreements without resorting to hostility or violence.
- Allow the coach to be the person who instructs and controls the team.
- Never ridicule or yell at a child for making a mistake or not winning.
- Respect official's decisions and encourage children to do likewise.
- Show appreciation for coaches, officials and administrators – remember they are usually volunteers.
- Applaud good performance and effort from individuals and teams.
- Congratulate all participants regardless of the game's outcome.
- Condemn the use of violence, verbal abuse or vilification in any form regardless of whether it is by spectators, coaches, officials or players.
- Support all policies and practices – lead by example.
- Respect the rights, dignity and worth of every young person – regardless of their gender, ability, cultural background or religion.
- Ensure you are aware of and follow the correct processes if you have an issue or complaint – do not perpetuate issues with gossip or general criticism.

KANGA CRICKET - SUMMER SPORT

Grades	Year 1 to 3
Team size	8
Max Squad size	11
Match Times	Friday 5:00 pm to 7:00 pm
Match venue	Glandore Oval
Practice details	TBA
Uniform Requirements	School uniform
Equipment	Provided by the School
Transport	Parents are responsible for delivering children to the match venue at least 10 minutes before the game
Adult Helpers	Coach, Umpires and Scorers – parents must stay at the game to be available for these roles as required
Fees	<p>\$90.00</p> <p>Fees cover:</p> <ul style="list-style-type: none">• Purchase of equipment and balls• Replacement of equipment as required on an ongoing basis

CRICKET - SUMMER SPORT

Grades	A Grade – Years 6/7 B Grade – Year 5/6 C Grade - Year 4/5 Some allowances can be made
Team size	11
Max Squad size	14
Match Times	A & B Grade Saturday morning 8:30 am to 12:00 pm C Grade Friday afternoon 5:00 pm to 7:00 pm
Match Venue	Neighbouring school ovals
Practice details	TBA
Uniform requirements	White long pants and white T-shirt or cricket shirt. Hat compulsory
Equipment	Provided by the School A, B & C Grade boys to provide own box.
Transport	Parents are responsible for delivering children to the match venue at least 10 minutes before the game
Adult Helpers	Coach, Umpires and Scorers – parents must stay at the game to be available for these roles as required
Fees	\$90.00 Fees cover: <ul style="list-style-type: none"> • New ball per team each week • Replacement of equipment on ongoing basis

SOCCER - WINTER SPORT

Grades	U8, U9, U10 and U11, Senior
Team size	8 players for U8, 9 players for U9, 10 players for U10, 11 players for U11 & Senior
Max Squad size	10 to 14
Match Times	Saturday morning - various kick-off times from 8:30 to 11:00 and possible Carnival night games
Match venue	Neighbouring school ovals in Southwest District.
Practice details	TBA
Uniform Requirements	Soccer tops provided by school – Hire Agreement and payment Students to provide own navy shorts, soccer boots and shin pads
Equipment	Provided by the School
Transport	Parents are responsible for delivering children to the match venue at least 10 minutes before the game
Adult Helpers	Coach , Timekeeper, Scorer, Linesmen, Referee for every Home Game – parents must stay at the game to be available for these roles as required
Fees	\$90.00 Fees cover: <ul style="list-style-type: none"> • Southern Districts affiliation fees • Replacement of equipment

NETBALL - WINTER SPORT

Grades	Year 2 to 7
Team size	7
Max Squad size	9
Match times	Saturday morning
Match venue	Various school courts
Practice details	TBA
Uniform Requirements	Netball dress/shirt is provided by school for Senior Teams – Hire Agreement and payment Year 2/3 students to wear school polo shirt and own navy netball skirt/shorts
Equipment	Provided by the School
Transport	Parents are responsible for delivering children to the match venue at least 10 minutes before the game
Adult Helpers	Coach Umpires, Scorers, Timekeepers – parents must stay at the game to be available for these roles as required
Fees	\$90.00 Fees cover: <ul style="list-style-type: none">• Association fees• Umpire fees• Replacement of expensive equipment on ongoing basis

BASKETBALL - SUMMER SPORT – TERM 1 and 4, 2020

Sport Affiliation	Basketball SA
Teams	Likely to be Year 3/4, Year 4/5 & Year 6/7. This can only happen if we have volunteer coaches. If we do not have the coaches, the teams will not be able to be formed. Please volunteer to get involved and help your child's team.
Team size	6 players to make a team Please ensure that all forms are returned prior to the due date, this not only helps ensure your child has a place on a team, but also allows for the coordinator to ensure team sizes are not too large and allows more game time for your child. There will be no preferences to placement; this is a great way to learn invaluable teamwork skills and meet new people.
Match Times	All games between 3.45pm – 6.30pm Year 3/4 Wednesday afternoons Year 4/5 Tuesday afternoons Year 6/7 Monday afternoons Duration of each game is 28 minutes
Match venues	Most games are played at Marion Stadium with overflow at Pasadena
Practice details	Clapham Primary Netball Courts (or gym) depending on what day/time suits the coach
Uniform Requirements	Clapham Primary basketball singlet (provided by school – Hire Agreement and payment; Black basketball shorts without pockets (supplied by student)
Equipment	Provided by the School
Transport	Parents are responsible for delivering children to the match venue at least 10 minutes before the game
Adult Helpers	Coach, Team Manager and Scorers
Fees	The term fees are \$20 registration (Yr2/3) and \$40 (Yrs4-7) and \$6 per player per game. This covers the cost of buying equipment, registration, trophies and umpires.
Co-ordinator	Jacqui Mase - jacqui.mase@gmail.com



Clapham Primary

COACH AND TEAM MANAGER CODE OF CONDUCT

Safety and Health of Participants

- Place the safety and welfare of participants above all else.
- Be aware of and support the sport's injury management plans and return to play guidelines.

Coaching Excellence

- Help each participant (player, official) 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.
- Treat each participant as an individual.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of participants.

Honour the sport

- Act within the rules and spirit of your sport.
- Promote fair play over winning at any cost.
- Respect the decisions of officials, coaches and administrators.
- Show respect and courtesy to all involved with the sport.
- Display responsible behaviour in relation to alcohol and other drugs.

Respect

- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Do not tolerate abusive, bullying or threatening behaviour.

Integrity

- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
 - Ensure your decisions and actions contribute to a harassment-free environment.
 - Whenever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
 - Ensure that any physical contact with another person is appropriate to the situation and necessary for the person’s skill development.
 - Be honest and do not allow your qualifications or coaching experience to be misrepresented.
 - Never advocate or condone the use of illicit drugs or other banned performance enhancing substances or methods.
 - Never participate in or advocate practices that involve match fixing.
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I, _____, have read and understood the policy and will abide by it.

Signature: _____ Date: _____

If under 18 years of age, parent/guardian:

Signature: _____ Date: _____

WWCC & RAN screening

(If coach is under 18 years of age, the team manager will supervise at all times.)

I have provided a copy of a WWCC & RAN certificates (necessary if coaching or managing a team where your own child is NOT a player). YES / NO

Signature: _____ Date: _____