



# Out of Hours Sport Policy

## 1. Rationale

Out of School Hours Sport (OSH Sport) refers to children from St. Kilda Park Primary School (SKiPPS) playing together in teams which are initiated and managed by volunteer parents, competing in various local sporting competitions. While the teams may play under the school name, OSH Sport is not part of the curriculum or the school's formal Physical Education Program. It is recognised by the School as providing a valuable addition to school life based on an understanding that OSH Sport:

- i. provides an opportunity for children to participate, regardless of ability, in regular team sport with others from the school and the community.
- ii. develops children's sporting skills and appropriate sporting behaviour through their regular participation in training sessions and competition.
- iii. develops children's social skills across and within age groups through working together in teams and engaging with other teams and schools.
- iv. Provides further opportunities to develop health and fitness.
- v. provides a fun way to further develop our school values of Respect, Creativity, Enthusiasm and Resilience.

SKiPPS is committed to supporting OSH Sport by facilitating the organisation of teams and the provision of facilities and equipment.

OSH Sport is only made possible through the voluntary involvement of parents who undertake team management and/or coaching.

While players are required to complete an enrolment form and to pay applicable fees and charges each season, no financial profit is gained from OSH Sport.

## 2. Aims

- i. To provide guidance for all participants (players, coaches and supporters) on issues relating to the management of teams.
- ii. To ensure that clear and consistent approaches are being applied to the management of OSH Sports teams and that these are understood and accepted by the school community.
- iii. To promote appropriate codes of behaviour for all participants in OSH Sports activity.

## 3. Implementation

### i. Roles

The Coordinator	The Team Manager	The Team Coach
<p>Each sport is required to nominate one Coordinator to</p> <ol style="list-style-type: none"> <li>1. oversee implementation of this policy</li> <li>2. facilitate liaison with the principal</li> <li>3. facilitate liaison between different teams</li> <li>4. liaise with the school sports manager</li> <li>5. distribute this policy to managers.</li> </ol> <p>This will be advertised in the newsletter in Term 4 each year. Some experience is preferable. This is a 12 month position</p> <p>The name and contact details of the Coordinator is to be supplied to the Principal and School Office.</p> <p>The Coordinator will keep the Principal informed of any significant issues that arise in relation to the behaviour of children involved in OSH sport or with the management of teams/equipment.</p>	<p>Each team will have a Team Manager to</p> <ol style="list-style-type: none"> <li>1. coordinate the registration of his/her team</li> <li>2. coordinate payment of fees to the appropriate body is at the discretion of the individual manager</li> <li>3. ensure that fixtures are distributed</li> <li>4. use discretion in collecting fees on a "no pay; no play" basis.</li> <li>5. distribute this policy to all parents and coaches of teams</li> <li>6. ensure that the policy is implemented.</li> </ol>	<ol style="list-style-type: none"> <li>1. All Team Coaches must hold a current Working with Children Check. A copy must be lodged at the School Office</li> <li>2. It is the responsibility of the Coach to book a suitable time for the training session, if held at school, through the School Office/Assistant Principal. Every effort will be made to ensure that all teams have a suitable training time.</li> <li>3. Ensure that training is finished by 8.45am or begins after 3.45pm for the safety of those in the playground. There will be a bell rung at 8.45 to signal this time.</li> </ol>



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All coordinators, team managers and coaches will be given a copy of this policy at the beginning of each year.

## ii. Establishing Teams

A fundamental requirement for forming a team to play OSH Sport is that there are sufficient players and at least one parent, ideally two, prepared to manage and/ or coach the team.

Teams cannot be registered for competition if there is no parent available to manage the team.

The school will assist by:

1. Advertising local competitions in the newsletter
2. Circulating information about sporting competitions to particular class levels
3. Forwarding names of interested children/families to the Coordinator/Manager.

Decisions about the formation of teams are taken jointly by the Coordinator, Team Managers and Coaches. Team arrangements will be reviewed, and may be restructured, between seasons.

## iii. Who can participate?

1. When teams are being formed at the beginning of a season of competition, all eligible children will be advised via the newsletter that a team is being formed.
2. Children are eligible dependant on their Year level, e.g. Year 3 students participate in a Year 3 Team. BUT teams do not necessarily have to be Year level specific, where there are too many or too few players in one year level to make up a viable team. Team Managers should examine whether they can get a better balance by combining players across year levels into mixed teams. It should be noted that mixed teams would play in the higher level competition.
3. It is the child's and parents' responsibility to let the Coordinator or Team Managers know by a specified date if they wish to participate.
4. This procedure will be repeated at the beginning of each season so that there will an opportunity for children to nominate for OSH Sport.
5. Children need to nominate prior to the commencement of the season.
6. If children are members of a team, they may remain members of that team for the life of the team.
7. If a team is short by one player, and has made every attempt to find a SKiPPS student to fill the team but is unsuccessful, a member may be found from the surrounding community.
8. The final decision for this rests with the Coordinator in conjunction with the school's Sports Coordinator.
9. It will not always be possible to accommodate a child wanting to join a team after the season has commenced

## iv. Team Selection and Management

Decisions about the number of teams and the allocation of specific children to each team will be taken jointly by the Coordinator and all the Coaches and Team Managers involved in a particular year level competition. Team selection will be guided by the following considerations:

1. Every effort will be made to ensure that children play in the same team as their friends.
2. Where there is more than one team competing at the same level, the aim will be to have two or more teams of equal ability rather than developing 'A' and 'B' teams.
3. In the junior levels, it may be appropriate to mix players across year levels to give beginner players the support of more experienced players.

In determining what the right balance is between too many and too few players the following considerations need to be applied:

1. The ideal situation is for every player to be able to play a full match every week. This is not the case in basketball where there is an expectation that substitutions will occur through a match. It is frustrating for players and the coach to have to keep swapping players off during the game and to keep a number of players on the sidelines.
2. The team needs to be able to cover occasional absences of players due to sickness or holiday arrangements. Children nominating to play (and by implication, their families) are asked to make a firm commitment to turn up each week unless there is a compelling reason. Children and their families must make every effort to let the Coach or Team Manager know well in advance if they are not able to play.
3. If the number of interested players exceeds the recommended number for a team then efforts will be made to recruit further players and a second coach and manager, to establish a second team. However, it is not always feasible to establish another team.

Decisions about what positions children should play will be made by the Coach and Team Manager, who will seek to ensure that all players:



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1. have a chance to consolidate skills.
2. have the opportunity to get experience in a range of different positions.
3. have an equal opportunity to participate, where the team has more than the required number of players.

The Coach and Team Manager will also take account of the children's strengths and weaknesses and be aware of children's preferences as to positions.

A coach may be employed with the prior agreement of all the team members' families, who are then responsible for payment of the coach.

## **v. Codes of Conduct**

It is expected that students participating in the program will behave in an appropriate manner at training sessions and during matches. If a child's behaviour is inappropriate, the student will be given a warning. If the behaviour is repeated or continues, the child will be asked to leave the training session or be removed from the game.

Parents who act as coaches or managers will treat all children fairly and with respect. If a child behaves inappropriately, the Coach or Manager will speak to the child about the behaviour. If the behaviour continues, the child will be requested to leave the area with their parents.

The OSH Sports Coordinator for that particular sport is to be informed if there is a continuing problem with a student's behaviour.

## **vi. Feedback on Teams**

Suggestions about team management or OSH Sport generally should be raised by parents with their Coach or Team Manager in the first instance, and subsequently if necessary with the OSH Sport Coordinator for that particular sport. The OSH Sport Coordinator will liaise with the school's Sports Coordinator as required.

## **vii. Responsibility and Safety**

1. Parents of players need to be present, or have clearly nominated another adult, to take responsibility for the attendance and appropriate behaviour of their children at both training and competitions. It is the responsibility of parents or carers to ensure that no child is left unattended at the school or game venue.
2. The Coach or Manager for each team must ensure that a first aid kit is available at each training session and game.

## **viii. Recognition of OSH Sport by the School Community**

OSH Sport is recognised by the school community through announcements of sports results at school assemblies.

## **4. Evaluation**

This policy will be reviewed as part of the school's three-year review cycle, and at times when our emergency management procedures are under review.

*This policy was ratified by School Council in August 2017  
All policies are available at <http://www.skippa.vic.edu.au/about/policies.html>*