

# **ST EUPHEMIA COLLEGE**

**7-12**



## **HIGH SCHOOL SPORTS AND PHYSICAL ACTIVITY PROCEDURES 2014**

## **Supervision**

Sports teachers must be well prepared with sports equipment, first aid and student rolls for their allocated year, class or team. Duty of care responsibilities apply to the participation, supervision and coaching duties.

## **Class attendance/Roll Taking**

Sport roles must be accurately taken prior to departing School. Rolls must record permission notes, payment receipts and any student medical information. Any student without a permission note must be sent to Sports Detention. Any students absent from Tuesday Sport must be written on the sport absent form and returned to the High School Secretary before leaving for sport. All suspected truancies are to be reported to the High School Secretary or Sports Coordinator.

## **Expectations of Sport Day Teachers**

Teachers will receive a folder which has the following contents:

- student roll and absentee list
- sports memo, outlining sporting activities and supervising teachers for all year groups
- incident report proforma
- School contact details in case of emergency
- external provider responsibilities.

Supervisors on sport days must ensure that they bring their mobile phones. It is essential that all teachers are actively involved in all sports and that they assist the instructors. In addition to maintaining class/team roles, supervising teachers must also ensure first aid kits are replenished when required. All injuries and behavioural problems are to be written up in an Incident Report and reported to Sports Coordinator on the day. All facilities including toilets must be checked regularly. Any damages or breakages must be reported to the venue manager and to the Sports Coordinator.

## **Injury Management**

There is potential for injury to participants of any physical or sporting activity despite the best preparations and precautions. As a result, teachers must ensure they are aware of any pre-existing student injury prior to the activity commencement and provide alternative activities/exclusions for affected students.

### Initial Incident Management

All staff at St Euphemia College have completed a recognised first aid training program and have their first aid qualifications updated every three years for Senior First Aid Certificate.

### Occurrence of injury during sport day

First Aid must be provided by the supervising teacher following any incident or injury. Any injury must be recorded via Incident Report (refer to the First Aid Policy). The Sports Coordinator must be informed to ensure appropriate follow up.

## **Risk Assessment and Management**

Staff must follow through with safety protocols, providing clear and concise expectations and safety awareness to all students. All venues and playing environments are to be inspected prior to any activity. All hazardous objects must be assessed and reported to appropriate authorities for removal, eg sharps are reported to Bankstown City Council. Any equipment that is not appropriate for use is to be reported to the Sports Coordinator. It is important that all equipment is stored appropriately in its designated area.

In the case of wet weather, alternative activities may need to be organised. During hot weather it is essential that students are provided the opportunity to hydrate and avoid long periods in the sun. Students are to be encouraged to wear a hat and use sun protection.

St Euphemia College staff are to practise and abide by all guidelines regarding Work Health and Safety regulations (refer to the Work Health and Safety Policy).

Staff are to follow the Excursion Policy when required to complete a risk assessment for sport and physical activities (refer to the Excursion Policy).

### **Transportation during Sport Days**

Sport days require different modes of transport. Some students travel by foot to local parks, however, for the majority of sporting activities, supervising teachers and students travel by bus. Before students enter the bus, one of the sport teachers, together with the driver, are to have a quick look through the bus to determine if any rubbish, damage, graffiti is already present. A similar search is to be completed once students have departed the bus.

### **Expectations of Students**

#### Attendance

Participation in School Sport is compulsory for all students in Years 7 -11. It is each student's responsibility to get their name marked off by their sport roll call teacher. No one is allowed to swap sports/classes. Truancy will result in an after School detention and home suspension (if students leave the venue).

#### Permission Note/Sports Levy

It is compulsory that all students return their permission note before attending School sporting activities and carnivals to their allocated sports teacher. The annual sport/bus levy is to be made to the School Bursar at the Front Office. Students who do not to make the payment by the due date or do not present permission notes will not be able to participate in sport and must attend sport detention. Any student who requires an exemption needs to see the Sports Coordinator.

#### SWISSA Try outs

Try outs will take place for each SWISSA sport at the beginning of term. The tryouts will focus on student's knowledge of the sport and skills level. Students must indicate their intention to attend the tryouts to their sports roll call teacher.

#### Not participating (injury/sickness)

Students unable to participate in sport or physical activity due to sickness or an injury are required to submit a signed letter from their parents or carers and provide a valid medical reason or certificate. During Tuesday Sport, they will be required to attend sport detention. They must bring appropriate school work to complete during this time.

If any of the following occur more than two times, the student will be given an after School detention

#### Late to bus or venue

If students miss the sport bus, they must report to sport detention.

#### Misbehaviour

Any misbehaviour at sport will result in sport detention the following week or an after School detention.

#### Out of Uniform

Students must be in full sports uniform for all sport and physical activities. Students have a responsibility to arrive well prepared to each practical lesson. Students are required to wear the School sports uniform which includes a polo shirt, shorts or tracksuit and supportive footwear.

Students who have PE classes either first or second period are permitted to arrive to School in their sports uniform. Students are then required to change into their School uniform at recess for the remainder of the School day. PE and sports classes during the last two periods of the day, require students to change into their sports uniform at lunchtime. These students are not required to change back into School uniform at the end of the day.

Students who are involved in representative sport are to change into their team uniforms before sport. Team uniforms are not to be worn in class.

Detentions, demerits or associated disciplinary measures help to establish safe participation in sport or physical activities.

#### Mobile Phones and Electronic Devices

No mobile phones or electronic devices are not permitted.

### **St Euphemia High School Swimming, Cross Country and Athletics Carnivals**

St Euphemia College holds annual Swimming, Cross Country and Athletics carnivals. The Swimming Carnival is held at the start of Term 1 at Birrong Leisure Centre. The Cross Country is held at the beginning of Term 2 at Lake Gillawarna. This date may change due to the Greek Orthodox fasting period. The Athletics Carnival is held at the start of Term 3 at The Crest Athletics Track.

The sports coordinator for the carnivals will liaise with appropriate council representatives to book venues. The swimming pool must be booked in March of the previous year. The athletics track must be booked in the October of the previous year. All applications and supporting documents must be submitted to Bankstown Council.

#### Carnival organisation

- book the venue
- book buses for the carnival
- update all students House Lists
- choose House Captains – this is based on the students’ sporting ability, leadership and sportsmanship. They are selected by the PDHPE staff in Term 4 for the following year.
- distribute permission notes to parents and caregivers, including the swimming information note regarding the level of ability.
- organise equipment for the day
- run the carnival on the day
- collate results and distribute ribbons
- award Age Champions (based on points awarded eg 1st 5 points, 2nd – 4 points, 3rd 3 points).

### **School Sport**

School sport takes place on Tuesday afternoons. Tuesday sport is a compulsory School event for all Year 7-11 students. Students have the opportunity to trial for St Euphemia College representative teams or attend year sport. The students will travel by bus or walk to the venues. The year sports include: Boot Camp, Football, Basketball, Cricket, Softball, AFL, Futsal, Ultimate Frisbee, Bowling, Joey League, Flag Gridiron, Gym and Ice Skating. These sports are rotated throughout the year. Students are required to wear their sport uniform on these days.

Sport teachers are required to follow the program for each term and collect all necessary equipment including sports rolls and first aid kits. If any equipment is missing or needs replacing they need to inform the Sport Coordinator. All staff must work with external coaches and provide ongoing supervision and assistance.

External coaches which perform sport activities at School must complete a Working With Children’s Check. These checks are verified by the High School Secretary.

### Swimming Lessons

Intensive swimming lessons booked are for Year 7 at Revesby Aquatic Centre on Tuesday during School sport for Term 1.

Students are assessed based on their ability by the instructors and placed into groups. Depending on the student's ability the ratio of students to instructor per class may vary. Their group is indicated by their cap colour. The students receive a certificate at the end of this program.

### **SWISSA Sport**

St Euphemia College is a member of South Western Independent Schools Sports Association (SWISSA). SWISSA organises interschool sport, carnivals and gala days between independent schools in the south west region of Sydney. The School participates in a variety of sport competitions for both girls and boys including soccer, netball, volleyball, tennis, oztag, softball, cricket and basketball.

Selection for these teams involves coaches holding trials before the competition begins.

Students are selected for the St Euphemia Representative Swimming, Cross Country and Athletics teams based on their performance at the School carnivals and their meeting of School Sport Australia qualifying standards.

SWISSA representatives are selected based on their performance, skills and knowledge of the sport. During the events students are expected to follow a code of behaviour and display good sportsmanship. If a student does not abide by School rules and sports rules they may be excluded from their SWISSA sport for a period of time.

During the season, students and coaches are expected to abide by SWISSA rules and regulations. They are to follow all safety guidelines for their individual sports. Disagreements with other schools are to be referred to the sports coordinator who will liaise with the Sports Coordinator and SWISSA Executive. Feedback and follow up will be provided by the Sports Coordinator to the coach and students where necessary.

Weekly interschool competitions are played on a Tuesday afternoon. After each game coaches select a Player of the Week in their team to receive a ribbon on Monday Assembly. If a team wins the competition or a student is Age Champion they will receive a trophy at the end of year Presentation Assembly.

Each SWISSA school is expected to organise and convene an allocated sport and carnival. This allocation also includes SWISSA duties at AICES (Association of Independent Co Education Schools) and CIS (Combined Independent Schools) levels. These roles are allocated at the annual planning meeting held in Term 4 of the previous year.

### **AICES**

SWISSA is St Euphemia's pathway to the Association of Independent Co Educational Schools (AICES). AICES then provides a pathway through to NSW Combined independent Schools, NSW All Schools and School Sport Australia. Students who excel in their chosen sport at SWISSA level they have the opportunity to trial for SWISSA representative teams and compete at AICES. The sports included at AICES level are Touch, Rugby League, Football, Basketball, Netball, Football and Tennis.

Selection for these teams may involve attending trials during Tuesday Sport, Gala Days or out of school hours. All students are to fill in a SWISSA nomination form which is located on the SWISSA website. This form is to be submitted to the Sports Coordinator and transferred to the SWISSA sports coach/ manager.

Students selected as a SWISSA representative will be provided with all the relevant information and support to attend the carnival. There is a SWISSA representative at each AICES event. However, there may not be a St Euphemia College representative. Students may be expected to make their own way to the AICES event. For all students' participating in AICES activities there is a level of expectation that must be followed (see Appendix 2), in terms of the Standard of Conduct.

All SWISSA representatives are encouraged to purchase a SWISSA polo top, which is to be worn at AICES events. They may be ordered through the Sports Coordinator.

If students excel at the AICES level of competition they are selected for NSW CIS Competition. If they excel in NSW CIS, they are selected to represent at NSW All School. From here students may be able to proceed to School Sport Australia representation. Student Students may be required to attend trials or training for these events. It is the students' responsibility to organise their own way to and from these events.

### **Sport Days**

Students at St Euphemia College are given the opportunity to participate in a number of sporting and gala days. Each year students are selected to compete in the following competitions, NSW Futsal Competition, CIS Football and NRL Bulldogs Gala Carnivals. Participation in these events may require after school training.

### **Greek Orthodox Archdiocese of Australia National Schools Event**

St Euphemia College participates in the Greek Orthodox Archdiocese of Australia National Schools Event. It is an annual event which brings together the following schools:

- All Saints Grammar - Sydney
- St Anargiri - Oakleigh Greek Orthodox College - Melbourne
- St Andrew's Grammar - Perth
- St Euphemia College - Sydney
- St George College - Adelaide
- St John's College - Melbourne
- St Spyridon College - Sydney

The organisation of this event is based on a rotational system. The events included are, Spoken Arts festival, Boys and Girls Volleyball, Boys and Girls Futsal, Boys and Girls Basketball, Boys and Girls Table Tennis, Girls Netball and Boys Soccer.

Students selected to participate in this event are required to represent the College at all the functions of the National Schools Event including the Opening Blessing Ceremony, Social Dinner and the Closing Presentation Ceremony. The full touring uniform jacket, polo shirt and track pants must be worn at all events including the social dinner. This event may require interstate travel.

Students are to follow the Representatives and Players Code of Behaviour Policy (see Appendix 3). Students who behave in an inappropriate manner will forfeit their right to participate and represent the College at any future event.

The organisation of attending this event may include:

- book accommodation
- book transportation
- order Touring Uniforms
- order Playing strips
- complete Risk assessments
- distribute permission notes to parents and caregivers, including event details and Itinerary
- obtaining student medical information
- distribute the Representatives and Players Code of Behaviour Policy.

## **Bookings**

Bookings for High School sport are completed through various agencies.

Parks and Fields – Bankstown Council – Sport and Recreation Department

[www.bankstown.nsw.gov.au](http://www.bankstown.nsw.gov.au)

A casual or regular sport permit is required for the use of any fields. Permit applications can be found on the Bankstown Council website. . At the start of the school year, the school is issued with the permit for regular school sport. If fields are required at other times, casual applications must be made. A key must be obtained from council to open the toilets. This is done by pre organising the key to be at the desk in the council building and paying a \$50 deposit.

Buses – Bankstown Coaches phone number 97866892 and fax 97866407

Buses are booked for all Tuesday sport days. These bookings are made each week depending on the weekly sport and SWISSA draws.

Other buses are required for carnivals, gala and sports days. These are booked in advance as soon as times and venues are available by faxing or emailing the bus company.

Birrong Leisure Centre – Cnr Gascoigne & Wellington Roads, Birrong

This pool is booked a year in advance of the swimming carnival. Information and a contract will be sent from the pool to confirm the booking. Accompanying this information the sports coordinator must provide first aid qualifications, liability insurance certificate and risk assessments.

Revesby Aquatic Centre – Karen Weeks, Bankstown Council

Each student in Year 7 participates in a compulsory swimming program at Revesby Aquatic Centre on Tuesday during school sport for Term 1. Information and a contract will be sent from the pool to confirm the booking during Term 4 for the previous year.

Passive Parks (Lake Gillawarna and Stevens Reserve) –

This application is for extra sporting days eg Cross Country. This application can be found on the Bankstown Council website. Toilets at these sites do not require a key.

The Crest Athletics Track – McLean Street, Georges Hall

The sports coordinator must book the Athletics track in October of the previous year. Applications are found on the Bankstown Council website along with the Bankstown Little Athletics equipment booking form. The application is sent in with accompanying documentation ie risk assessment, public liability insurance certificate and first aid qualifications.

## **Risk Assessments**

For all sporting events or venues, a risk assessment must be completed. This includes checking the venue, having updated medical information for all students, having first aid kits and following child protection and supervision guidelines.

## **First Aid**

All staff have achieved their first aid qualifications and are therefore expected to administer basic first aid if an incident occurs. No teacher is to leave the School grounds without a first aid kit including icepacks and EPI pens where appropriate. Teachers are also responsible for having an updated parent and caregiver list of their students. Teachers also need to be aware of allergies or illness that might affect students under their care.

## **Sport Photos**

Photos for sporting teams are taken in Term 3. These photos appear in the Year Book and are available for purchase.

**Sport Uniforms**

The sports uniform consists of blue shorts and blue sports tops. Representative team uniforms may be hired at a cost of \$20.

- Basketball – basketball singlet
- Football – football jersey
- Netball – netball dress
- Swimming – swimming cap purchased from the Sport Coordinator.

**Sports levy**

Each student is required to pay an annual sport levy. The levy covers weekly School sport and sports carnivals. Representation beyond these events may involve additional fees. The sports levy is to be paid to the School Bursar before the end of Term 1. Failure to finalise payment may result in a student attending sport detention until the matter is resolved.