

ST EUPHEMIA COLLEGE

K-6



PRIMARY SPORTS AND PHYSICAL ACTIVITY PROCEDURES

2014

Primary School Procedures

School Sport

School sport takes place on Thursday for Infants and Fridays for Primary. Students are required to wear their sport uniform on these days.

Infants Sport

Infants sport is conducted by the class teacher on a Thursday in the School playground. They cover a range of Fundamental Movement skills and introduce modified games. Teachers are required to follow the program for each term and collect all necessary equipment. If any equipment is missing or needs replacing they need to inform the Sports Coordinator.

Primary Sport

Primary sport is conducted by primary teachers for those students who have not been selected for PSSA teams. This sport is conducted at either Bankstown Sports Complex fields or in the School playground, depending on the sport being played. Teachers are provided with a roster of sports they are to teach their students and are expected to gather all relevant equipment and first aid kits themselves. Sporting activities conducted are dependent on the season and the PSSA schedule.

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.

Expectations of Sport Day Teachers

Teachers will receive a folder which has the following contents:

- student roll
- sports memo, outlining sporting activities and supervising teachers for all year groups
- School contact details in case of emergency.

Supervisors on sport days must ensure that they bring their mobile phones. 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 the 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.

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 or caregiver contact list of their students. Teachers also need to be aware of any allergies or illness that might affect students under their care.

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).

Transportation during Sport Days

Sport days require supervising teachers and students to 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.

Attendance

Participation in School Sport is compulsory for all students in Years K-6.

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.

Swimming Lessons

Swimming lessons are booked for Years 2, 3 and 5 each year at Roselands Aquatic Centre in Term 1. Years 3 and 5 participate in an Intensive Swimming Program consisting of 8 lessons over a two week period. Year 2 attend lessons weekly over an eight week period.

Students are assessed by the instructors based on their ability and placed into groups. Depending on the students' ability, the ratio of students to instructor per class vary. Their group is indicated by their cap colour, red being the non swimmer and green being a proficient swimmer. The students receive a certificate at the end of this program. Within their groups they are taught appropriately levelled swimming skills.

School Information Line

St Euphemia Primary School has an Information line that parents or caregivers can call for regular Sport and School updates. On sport days, it is updated with venue and starting times and can be used to communicate cancelations. It is the responsibility of the parent or caregiver to access the line to gain information.

The phone number is 02 8230 0246.

Sport Photos

Photos for each PSSA team as well as the Swimming and Athletics teams are taken in Term 3. These photos appear in the Year Book and are available for purchase.

Sport Uniforms

The Infants and Primary sports uniform consists of blue shorts and the white School sports top. For representative teams, the Primary School has uniforms for loan that are returned at the end of the season.

- Basketball – basketball singlet
- Soccer – soccer jersey
- Athletics – athletics singlet
- Swimming – swimming cap purchased from the Sports Coordinator and a navy blue swimming costume purchased from the School clothing shop.

PRIMARY SCHOOL SPORT PROGRAMS

Sport at St Euphemia Primary involves a combination of School sport, PSSA, IPSHA, Combined Greek Orthodox Carnivals, School Swimming and Athletics Carnivals.

PSSA Sport

PSSA sport forms an important part of the weekly sports program. St Euphemia College belongs to the Bankstown PSSA Sports Association. The School participates in a variety of sport competitions for both girls and boys including soccer, netball, newcombe ball, t-ball, softball, cricket and basketball.

Selection for these teams involves coaches holding 2 weeks of trials. Students are given the opportunity to trial for their chosen sport during the first round. If the student misses out on the first round, they are then given the opportunity to trial for an alternative sport during the second round of trials. After the two weeks of trials, the teams are finalised by the coach.

PSSA teams are interschool competitive teams. Students are selected based on their skills and knowledge of the game. Students are required to commit to training on a Wednesday or Thursday afternoon after School until 4:15pm and be available for games on Friday afternoons during School time for the duration of the season.

During the season, students are expected to follow a code of behaviour and display good sportsmanship. If a student does not abide by School rules and sport rules, they may be excluded from their PSSA team for a period of time.

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

Each year, there is a holiday game for both Summer and Winter PSSA Competitions. The coach and students need to make themselves available to attend this game where possible. On these days, parents and caregivers are asked to transport their children to and from the venue for the game.

At the end of the season, each coach will choose the Best and Fairest player in their team to receive a trophy and certificate on Presentation Day.

IPSHA

St Euphemia College is a member of the Independent Primary Schools Heads Association. Through this association our students have the opportunity to participate in Swimming and Athletics Carnivals. For students who excel in their chosen sport, they have the opportunity to trial for IPSHA representative teams. IPSHA is St Euphemia's pathway to CIS competition.

Students are selected for the St Euphemia Representative Swimming and Athletics teams based on their performance at the School carnivals and meeting the IPSHA qualifying standards. If students excel at the IPSHA level of competition, they are selected for CIS Competition. In these cases, the student is provided with all the relevant information and supported with whatever is needed to attend the carnival.

Organisation for these carnivals includes:

- using the results of the School Swimming or Athletics Carnival, complete the IPSHA entry form process using Meet Manager Lite. Information is sent out to schools at the start of the year or can be found on the website.
- inform students in writing of their events and obtain parent or caregiver permission via a signed note
- book a bus to the venue
- escort students to and from the event and manage the team throughout the day.
- ensure the School has two extra staff members available to assist in the running of the carnival (a requirement of IPSHA).

Combined Orthodox Schools' Carnivals

St Euphemia College participates in joint Swimming and Athletics Carnivals with All Saints Grammar and St Spyridon College. The organisation of these carnivals is based on a rotational system. In a three year rotation, each school organises one athletics carnival, one swimming carnival and then has a year off from organising.

The roster for the next few years is as follows:

Year	Swimming	Athletics	No Carnival
2013	St Euphemia	St Spyridon	All Saints Grammar
2014	All Saints Grammar	St Euphemia	St Spyridon
2015	St Spyridon	All Saints Grammar	St Euphemia
2016	St Euphemia	St Spyridon	All Saints Grammar
2017	All Saints Grammar	St Euphemia	St Spyridon
2018	St Spyridon	All Saints Grammar	St Euphemia
2019	St Euphemia	St Spyridon	All Saints Grammar
2020	All Saints Grammar	St Euphemia	St Spyridon

The organisation of these carnivals includes:

- book a venue after consultation with the other Colleges regarding an appropriate date
- distribute carnival information to the Schools
- run the carnival
- update results and record and distribute them to the other Schools after the event.

St Euphemia School Swimming and Athletics Carnivals

St Euphemia College holds annual swimming and athletics carnivals. The swimming carnival is held at the start of Term 1 at Revesby Leisure Centre. The Primary and Infants athletics carnivals are held at the start of Term 2 at The Crest Athletics Track. These events are scheduled for separate days.

To organise the carnival, the Sport Coordinator must liaise with appropriate council representatives to book venues. The swimming pool must be booked by March of the previous year. The athletics track must be booked in October of the previous year. All applications and supporting documents must be submitted to Bankstown Council.

Swimming Carnival organisation

- book the venue
- book buses for the carnival
- update all student House Lists
- choose House Captains – this is based on the students’ ability in swimming. The best swimmers in each house are selected
- Risk Assessments are completed
- distribute notes to parents or caregivers, including the swimming information note regarding the level of ability
- collate information and distribute swimming bands prior to the day of the carnival to enable teachers to write the names of the students and their age on the bands
- organise equipment required on the day
- run the carnival on the day
- collate results and distribute ribbons
- Award Champion Swimmer Boys and Girls trophies for each age group (based on points awarded eg 1st 10 points, 2nd – 8 points, 3rd 6 points and 4th 4 points)
- award the overall Champion Boy and Girl Swimmer (a culmination of points).

Athletics Carnival organisation

- book the venue
- book buses for the carnival
- update all student House Lists including infants
- choose House Captains – this is based on the students’ ability in athletics. The best athletes in each house are selected
- book equipment for the carnival with Bankstown Little Athletics
- risk assessments are completed
- distribute notes to the parents regarding permission and lunch
- Infants – organise the activity rotations for the day and collect equipment
- Primary - organise the program of events and collect equipment
- run the carnival on the day
- Infants results and ribbons are handed out on the day
- Primary results are collated and ribbons distributed after the carnival
- award Champion Athlete Boys and Girls trophies for each age group (based on points awarded eg 1st 10 points, 2nd – 8 points, 3rd - 6 points and 4th - 4 points)
- award the overall Champion Boy and Girl Athlete (a culmination of points).

Bookings Details

Bookings for Primary sport are completed through various agencies.

Parks and Fields – Bankstown Council – Sport and Recreation Department

www.bankstown.nsw.gov.au

For any field we use we must obtain either a casual or regular sport permit found on the 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. The Primary School holds two School sport keys which open all parks used by the School. One key is with the Sports Coordinator and the other is given to the teachers going to the park on a Thursday or Friday.

Buses – Transdev phone number 8700 0555 and fax 8700 0594

Buses are booked for all sport days. These bookings are made at the start of the term where possible and faxed to the bus company.

Regular bookings - One bus is booked for a Thursday afternoon 2:55pm to go to the training park and return at 4pm. Friday buses are booked dependent on PSSA venues. There are 2 buses allocated to PSSA and 2 buses for regular school sport at Bankstown Sports Complex.

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

Revesby Leisure Centre

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 Sport Coordinator must provide first aid qualifications, liability insurance certificate and risk assessments.

Roselands Aquatic Centre

Intensive swimming for Years 3 and 5 as well as Year 2 weekly swimming are booked at Roselands Aquatic centre in Term 3 of the previous year. Information and a contract will be sent from the pool to confirm the booking.

Birrong Leisure Centre

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

Passive Parks (Lake Gillawarna and Stevens Reserve)

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

The Crest Athletics Track

The sport 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. i.e. risk assessment, public liability insurance certificate and first aid qualifications.