

# Belair Primary School Out of School Hours Sports Policy

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| <b>NOTES:</b><br><b>Updated 2025</b><br><b>Focus on change of language After School to Out of School and OSCH procedures</b><br><b>Update 10 Feb 2026</b><br><b>SAJSA advised T-Ball no longer on offer. Have removed from schedule</b> |                                   |   |

# Belair Primary School – Out of School Hours Sport Policy

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## STATEMENT

Belair Primary School's Out of School Hours Sports program aims to encourage the participation of all students in a variety of sporting activities, develop sporting skills in our students, promote fun and enjoyment through sport and highlight the importance of fair play.

There are many opportunities for participation and involvement in a range of Sports at Belair Primary School. Many of these opportunities are part of the Out of School Hours Sports program and rely on adult volunteers from the school community to coach, manage and support teams. Without the commitment of volunteers our children would not be able to participate in sports outside of school hours.

This policy outlines the opportunities, responsibilities and commitment required by players, parents, organisers and spectators. It is a condition that all children and adults agree to abide by this policy when participating and assisting school sports.

The school supports the philosophy of the National Junior Sports Policy and the Guidelines for the Development of Junior Sport in South Australia.

## OBJECTIVES

The key objectives for Out of School Hours Sport:

- Provide opportunities for all children to participate regardless of ability in inter or intra school sport.
- Provide a safe, healthy and friendly environment that encourages a sense of personal achievement, identity and satisfaction.
- Provide equitable opportunities to participate.
- Provide programs for the teaching of skills and preparation for competition.
- Encourages enjoyment, the development of self-esteem and confidence.
- An awareness and understanding of fair play.
- Encourage cooperation through the development of team skills.
- Provide opportunities for children with special needs.

## SPORTS COMMITTEE

The Sports Committee is a sub-committee of the Governing Council and advises council on matters related to school sport:

Sports Committee Membership comprises:

- Principal or delegate
- School Sports Coordinator (which may be the Principal delegate)
- Governing Council Representative
- Parent Coordinator / Representative of each sport

# ROLES

## Principal in consultation with the Governing Council has responsibility for:

- The development of school procedures and structures consistent with The Department of Education - Sporting and adventure activities standards and accompanying guidelines.
- The approval of all sporting programs attached to the school.
- Ensuring that resources are distributed within the school in a balanced manner that provides all children with opportunities to participate in sporting activities.

## Sports Committee

- Identify a range of sports offered.
- Review and monitor registration procedures.
- Review and monitor the sports policy, including grievance procedures.
- Set the fee structure for all sports and endorse all fee levels.
- Make clear agreements for fundraising and sponsorships.
- Oversee the management and coaching of all teams, equipment, uniforms, budgets, sponsorship, fundraising and the general management of Out of School Hours Sport.
- Prepare report for Governing Council meetings.

## Sport Coordinators

The role of the Belair Primary School sport coordinators is to:-

- Be familiar with the Out of School Hours Sports Policy
- Liaise with the schools volunteer coordinator (SSO) on updated history screening, training and induction of coaches, team managers and other school sports volunteers to ensure compliance.
- Ensure all coaches have Coach Sporting Qualifications and Coach Volunteer Qualifications.
- Oversee the organisation of training schedules and associated timetables.
- Prepare a budget and in consultation with the sports committee organise the purchasing of new equipment/uniforms via the school business manager.
- Manage the sports budgets and risk management planning through the implementation of the sports policy, behaviour agreements and procedures.
- Meet with the Principal/Delegate before the start of the season.
- Ensure equipment requirements.
- Distribute information to parents about transport, weather, consent forms, codes of behaviour, training times and costs.
- Establish fees schedule for individual sports in consultation with the sports committee.
- Coordinate any end of season presentations in consultation with the individual sports convenors which may include organising trophies.
- Provide advice to coaches in terms of length, time and venue of practice sessions.
- Organise any uniform and equipment needs.
- Develop and implement safety procedures.
- Appoint coaches.
- Support new coaches to develop their knowledge and skills.
- Provide parents with the names and contact information for all team officials, days, times and dates of all practices and competition games that involve their child.
- Oversee the following of competition rules and regulations for individual sports.
- Provide school with a list of coaches, team students list, schedules for practices and competitions.

Additional information can be found in the [“After-school Sport Information Handbook for Coaches”](#).

# REGISTRATION AND PARTICIPATION

## Registration

Belair Primary School will be using an online registration link. Term 1 sports will need registrations completed at the end of Term 4, year prior to the beginning of their season. Other sports will register by the end of week 1 before their season starts. If there are not enough coaching volunteers' sports teams may not be offered and/or cancelled.

## Age Requirements

It is important that individual sporting rules and conditions are followed in accordance to the regulating body of that sport. Generally, it is accepted that children will not be permitted to commence competitive sport until the year that the child turns 8 years old.

All children will participate in their year or age group. Promotion to a higher age may be acceptable if there are insufficient numbers present in the older age group. A younger player who has been assessed as being able to compete at a higher level, may do so providing all relevant parties are in agreement with this decision. Agreement must be sought and given by the child's legal guardian when playing at a higher level. A child should not be played at a higher level in circumstances where the lower level team is left short of players.

Our Come 'N' Try program is non-competitive and is therefore open to children younger than 8 years of age to participate.

|        | Basketball | Netball | Footy                    | Soccer                        | Softball | Cricket                        |
|--------|------------|---------|--------------------------|-------------------------------|----------|--------------------------------|
| Rec    |            |         | Auskick<br>(1 term only) | Grasshoppers<br>(1 term only) |          | Cricket Blast<br>(Term 4 only) |
| Year 1 |            |         | Auskick<br>(1 term only) | Grasshoppers<br>(1 term only) |          | Cricket Blast<br>(Term 4 only) |
| Year 2 |            | Netta   | 9-a-side                 | 7-a-side                      |          | Master Blaster<br>Cricket      |
| Year 3 | ✓          | ✓       | ✓                        | ✓                             | ✓        | Master Blaster<br>Cricket      |
| Year 4 | ✓          | ✓       | ✓                        | ✓                             | ✓        | ✓                              |
| Year 5 | ✓          | ✓       | ✓                        | ✓                             | ✓        | ✓                              |
| Year 6 | ✓          | ✓       | ✓                        | ✓                             | ✓        | ✓                              |

## Costs

Costs in relation to uniforms and/or other levies will be kept to a minimum. There are no discounts for second or subsequent children. Coaches will not be charged a registration fee for one of their children in any one season. Full payment must accompany the completed registration.

- To be set by the Sports Sub-Committee in consultation with the school and Governing Council.
- As out of school hours sport is a voluntary activity the fee set by the committee must be paid by the commencement of the first round for the student to participate. Parents of non-financial players are reminded of payment obligations after Round 1 by the coordinator. A 14 day period of grace is allowed after which

time players are not selected in teams until payment is made. After this time, the School Leadership team is notified with a list of non-financial players to pursue.

- Fees must be set at a level to ensure the group's continued financial viability but not to be exclusionary.
- Consideration for a reduction may be given to those in genuine need (school card, ect).

## **SAFETY, FIRST AID & INJURY PROCEDURE**

### **Duty of Care**

All parents who become involved with any sport in an official role have a 'Duty of Care' to discharge. The nature of this Duty of Care includes any action taken for the proper care of the child while engaged in sporting activities.

- Never leave any child alone at the end of a match/training session while they wait for the arrival of their parent/carer.
- No child is allowed to leave any sporting venue unless accompanied by their parent/carer unless prior arrangements have been made.
- Parents should be notified in writing of all times and places of training and competition.
- All coaches/managers are covered by Vicarious Liability if they have discharged properly their Duty of Care.
- Each sports coordinator is responsible for the provision and each manager for the upkeep of First Aid Kits, which must be on hand for all practices and games/matches.
- Managers to report to appropriate Sports Administrator when first aid kits need replenishing.
- All coaches and supervisors, including parents and teachers, should be encouraged to have a current First Aid Certificate.
- Children with open wounds are to be removed from play immediately. The wound should be cleaned and covered (gloves should be worn) before the child may re-enter the game.
- Minor first aid can be administered. For serious cases call the ambulance who will assess the condition of the child. Contact the parents.
- An Incident Report Form (located in Co-coordinator's Folder) must be filled out by the coach and returned to the Sports Administrator if the injury results in medical assistance being required.
- The Sports Administrator and School Leadership Team must be informed of any accident.
- Training will be cancelled if there is unreasonable safety risk (e.g. Weather)
- Coaches and managers will be advised by parents of any child with specific medical condition (e.g. Asthma, Diabetes) on an authorized school medical form. Medication is the student's responsibility to bring to training / games
- No child will participate in any sport until the manager is in receipt of a Medical Form appropriately completed and signed by parent/guardian.
- Coaches should encourage the use of sunscreen and hats according to the school policy.
- Coaches and managers are responsible for ensuring that all sports equipment is safe and that children wear appropriate protective equipment.
- Parents should check with the appropriate sports coordinator regarding the necessity of mouth guards for specific sports. If required it is recommended that parents discuss this with their family dentist or the School Dental Service.
- All coaches and supervisors, including parents must adhere to the sporting venue's COVID regulations and guidelines.

### **Protective Equipment**

Students are required to wear sport specific protective equipment (mouth guards, shin-guards, helmets, gloves, etc) which parents are to provide, students are not to play without sport specific protective equipment. As per the "Belair Primary School sun protection in school and early childhood education services" policy parents need to ensure that students are wearing hats, sunscreen and appropriate clothing/shade in term 1, 3 and 4.

# GRIEVANCE PROCEDURE

Students/parents must be able to seek support from someone they feel comfortable with such as: coach/team manager, official, parents, other adults, teacher, sports convenor or principal should an issue arise. Confidentiality is vitally important. Ensure the person you talk to is able to keep it to themselves. Small conflicts are easier to resolve than big ones and the less people involved and offering opinions the easier you will find it is to stay in control of your grievance and the solution for which you are aiming.

Procedure:

Step 1: Approach the other person and express your grievance. Both parties work together and successfully resolve the problem.

Step 2: Express your concern personally or by letter to the committee of the sport concerned. They will treat your concern confidentially, define the problem, decide on a response in keeping with the policy and report the outcomes to you as soon as practicable.

Step 3: Letter to the School Council Sports Committee - as above

Step 4: Approach the School Leadership Team.

## INCLEMENT WEATHER

### Hot Weather Policy

Most people understand the importance of physical activity for good health but it is just as important that, when levels of activity rise, the risk of harm is minimised. And it is even more important for those who have not recently or regularly taken part in sport or physical activity.

Modification or cancellation of events, training or withdrawal from participation may be appropriate even in circumstances falling outside these recommendations.

| Ambient temperature | Relative humidity | Risk of Heat Illness | Possible management for sustained physical activity   |
|---------------------|-------------------|----------------------|---|
| 15 - 20             |                   | Low                  | Heat illness can occur in distance running. Caution over-motivation.  |
| 21 - 25             | Exceeds 70%       | Low - moderate       | Increase vigilance. Caution over-motivation.  |
| 26 – 30             | Exceeds 60%       | Moderate             | Moderate early pre-season training. Reduce intensity and duration of play/training. Take more breaks.                 |
| 31 – 35             | Exceeds 50%       | High – very high     | Uncomfortable for most people. Limit intensity, take more breaks. Limit duration to less than 60 minutes per session. |
| 36 and above        | Exceeds 30%       | Extreme              | Very stressful for most people. Postpone to a cooler conditions (or cooler part of the day) or cancellation.          |

All outdoor sport will be cancelled:

- If the temperature is 36 degrees or above as indicated on the BOM website/App at 7.00pm the night before
- There is a Catastrophic weather warning for the Mount Lofty Ranges.

Basketball at the Blackwood Community Recreation Centre will follow the junior sport “Hot Weather Policy”.

## Electrical Storms

The distance (in kilometres) to a lightning flash may be estimated by dividing the time delay (in seconds) between the flash and the thunder by 3. If you hear thunder, find shelter urgently, especially if the time delay is less than 30 seconds. Try to remain sheltered for at least 30 minutes after the last sound of thunder.

- Seek shelter in a solid building but avoid small open structures or fabric tents
- Seek shelter in a 'hard-top' (metal-bodied) vehicle but don't touch any metal sections.
- Never shelter under small groups of (or single) trees.
- Don't handle umbrellas or golf clubs etc.
- Stay away from metal poles, fences, etc.

## Heavy Rain / Hail

In the event of heavy rain or hail, if conditions are deemed unsafe then play should be suspended and resumed if & when conditions improve.

## OSHC and SPORT PRACTICE

Children who attend sports activities before and after school can be booked into OSHC.

- Arrival to and during the school sport practice, the Belair Primary School Out of School Hours Sports Policy applies.
- It is the school leader's duty of care and responsibility to make sure there is appropriate supervision and that children are safe during the out of school hour sports programs / practice.
- At the conclusion of the program / practice children will be collected by an OSHC staff member.
- If the activity is **before** school, the authorised person must sign the child out from OSHC to attend the program / practice.
- If the activity is **after** school, children should not go to OSHC before attending the sports program / practice
- Children must not be collected by a parent/caregiver from the sport program / practice without first signing the child out from OSHC.

## UNIFORMS AND EQUIPMENT

- Children may be issued with uniforms for the duration of the season and parents will be expected to launder them and keep them in good condition.
- Uniforms should not be permanently altered in any way.
- Coaches/managers should collect uniforms and equipment at the completion of the season and inform the sports coordinator of any non-returns or damage.
- All damaged or lost uniforms and equipment to be reported immediately to sports coordinator and not wait until the end of season.
- Parents will be invoiced for damaged (where it was not in the act of playing or training) and/or lost uniforms and equipment.
- Some uniforms will incur a hire fee which will be itemised on the invoice.
- Individual protective equipment is compulsory and is the responsibility of the parent.
- Team equipment is the responsibility of the team manager.
- An inventory of all kits and equipment should be undertaken at the end of each season.

# AWARDS AND ACHIEVEMENTS

Awards are used by coaches to recognise and reward participation by teams and individuals. They are never the main reason why people participate in sport.

At Belair Schools we believe it is more appropriate to acknowledge the participation of all children rather than only some. Certificates, medallions or team photographs with a suitable inscription may all be suitable awards.

Students and caregivers should be aware that trophies are awarded to students who complete a season in their chosen sport. If a player chooses to change sports or not complete a season they will not be presented with a trophy and no sports fee refunds will be issued. Students will be given every opportunity to participate in their chosen sport(s), with the expectation that the commitment to the team is for the entirety of the season for the benefit of all.

## MEDICAL AND CONSENT INFORMATION FORM

- A Medical and Consent information via the online registration **MUST** be completed for each child participating in any sporting activity prior to the commencement of the season.
- This information must be kept in an accessible place during practice and match times. E.g. Coach's folder.
- If a child has a particular health care plan in place this must be submitted to the coach. Coaches, however, are not medical staff and it is the parents' responsibility to administer any medication as required during a practice session or match.
- If there is a medical concern surrounding a particular participant then a parent/caregivers presence is required and this is non-negotiable.
- Parent contact information **MUST** be provided to the coaches including emergency contacts.

## INSURANCE

The school does not accept any liability for students or parents arising from any injury or accident. Parents may choose to seek private insurance to assist financially in the event of any injury. Parents should check the terms and conditions of separate sporting organisations such as the Southern Districts Junior Soccer Association for any insurance cover associated with the registration and fee structure.

Coaches, managers and other volunteers are afforded a limited cover under the Department for Education Volunteer Policy.

The Governing Council, sports coordinator and principal should be provided with an up to date list of coaches, managers and volunteers.

In the event an injury requiring further medical treatment occurs the principal must be notified of the details and name of witnesses immediately (at the very latest the next school day).

All teams are to be provided with a first aid kit to assist in the event of basic casualty care. The kit should be available at all trainings and matches and monitored for any shortages. The sports coordinator must be contacted to restock the kit.

# CODE OF CONDUCT

Codes of Conduct are set in place to ensure that the sporting experience is safe, inclusive, supportive and enjoyable for everyone involved. Belair Primary School believes it is important to provide guidelines and expectations of behaviour for students/players, coaches, parents, spectators, officials and for everyone else involved in sporting and adventure activities.

## PLAYERS CODE OF CONDUCT

‘As a player you will.....

- play for enjoyment
- deliberate violence or bad language should never be used towards opponents or coaches, umpires or referees
- work hard for your team mates as well as yourself
- treat all team mates and opponents with respect
- play by the rules
- cooperate with team mates, opponents and game officials
- control your behaviour on and off the field and during sports practice
- learn to value honest effort, skilled performance and improvement
- behave in a manner that respects the rights of others regardless of mediums of communication used for example digital mediums such as twitter, Facebook, email and texts
- respect and abide by officials’ decisions.

### Consequences for Players

- No uniform or appropriate protective gear – no play.
- For minor incidents, the coach has the authority to remove players from the field/court.
- For serious incidents the coach will remove the player from the field and at their earliest convenience refer the matter to the principal/delegate who will decide what action will be taken. The principal/delegate has the authority, if required, to suspend players from participation.

## COACHES CODE OF CONDUCT

‘As a coach you will...

- encourage children to develop basic skills in a variety of sports, and avoid over specialisation in one sport or in one playing position
- ensure that efforts for both skill improvement and good sporting behaviour are acknowledged
- provide equal encouragement to girls and boys to participate, acquire skills and develop confidence
- recognise and cater for groups with special needs
- set a good example for your players
- all coaches should ensure that they are fully aware of the expectations and practices of the site in which they are coaching
- encourage and create opportunities to develop individual skills
- teach a wide range of team skills and sound sportsmanship based on sound coaching principles
- make clear the site’s expectations regarding courtesies, punctuality, behaviour and dress
- ensure that the sport, playing conditions, equipment and facilities are safe and appropriate to the age group and the skill development level of the players involved
- encourage the team captain to build their leadership skills and to model responsible behaviour
- teach your players to be friendly and respectful towards officials and opponents
- give all interested students a chance to participate in training and games
- remove from the field of play any player whose behaviour is not acceptable

- keep your own knowledge of coaching and the developments of the game up to date
- avoid any hint of criticism against the umpire or referee of a match
- ensure the consequences of inappropriate behaviour are clearly understood
- distribute a copy of this code of behaviour to teachers, coaches, players, parents, spectators and officials to ensure that all involved understand their authority and responsibility for fair play
- ensure that proper supervision is provided at all times.

### **Coach's Duty of Care**

- The Coach is responsible for the safety of registered team members during practices and games/matches. By law, he/she is responsible to take 'all reasonable care'.
- After matches and practice; coaches, managers or supervising parents are to remain with waiting children until collected by OSHC staff a parent or carer.
- Ensure that you have immediate access to every child's contact details and medical information at training and games.
- If the parent or carer has not arrived to collect their child and cannot be reached, contact the emergency contact.
- **After reasonable time if the child has not been collected please contact police.** In this instance please notify the Sports Coordinator and School Leadership Team.

### **PARENTS CODE OF CONDUCT**

Parents must be in attendance at all times for practices and games unless previously negotiated with another parent or coach. Parents must supervise any siblings attending practices and games unless previously negotiated with another parent (not a coach). Where agreement has been made, parents must ensure their child is collected at the agreed time.

If their child is attending OHSC after practice, the OSHC authorisation forms must be completed.

Parents must administer any medication required to their own child as part of any students Medical Health Care Plan.

'As a parent you will ...

- encourage participation by your child(ren)
- provide a model of good sporting spirit for your child to copy
- be courteous and respectful in your communication with players, team officials, game officials and sport administrators
- encourage honest effort, skilled performance and team loyalty
- make any new parents feel welcome on all occasions
- do not interfere with the conduct of any events
- make your presence and support as positive as possible
- when visiting another school, respect the host school's premises and rules.

## SPECTATORS CODE OF CONDUCT

“As a spectator you will...

- demonstrate appropriate social behaviour by avoiding offensive language, aggressive behaviour, harassing players, teachers, coaches or officials
- remember children play for fun and enjoyment. Don't let your behaviour detract from their enjoyment and never ridicule or yell at them for making mistakes or losing a competition
- let game officials conduct events without interference
- support skilled performances and team play with generous applause and congratulate all participants upon their performance regardless of the game's outcome
- demonstrate respect for opposing players and their supporters
- never ridicule a player for making a mistake
- respect the officials' decisions
- encourage players to play in accordance with the rules and the officials' decisions.

For all

- No person shall act towards or speak to any other person in a manner, or engage in any other conduct which threatens, disparages, vilifies or insults another person (the person vilified) on any basis, including but not limited to a person's race, religion, colour, descent or national or ethnic origin, special ability/disability or sexual orientation, preference or identity.

### Consequences for Parents & Spectators

- The coach or team manager to informally remind Parent or Spectator of Code of Behaviour.
- In instances of repeated unacceptable behaviour, coaches or team managers must report these to the School Leadership Team where a decision will be made as to what action will be taken.

## DEFINITIONS AND ABBREVIATIONS

| TERM                                  | MEANING   |
|---------------------------------------|---|
| <b>Parent</b>                         | The legal guardian or carer of the child.   |
| <b>School Leadership Team</b>         | Principal or Deputy Principal and in the matters of finance the Business Manager  |
| <b>Sports Coordinator</b>             | Person appointed to the position of coordinator.  |
| <b>Coach Sporting Qualifications</b>  | Participation in coach education and accreditation courses is required. The minimum requirement is Level 0 coaching accreditation through the sports South Australian or National governing body. If coaching multiple sports only one qualification needs to be completed. Depending on the sport this is a free course or a small cost that can be completed in a coach's own time. A copy of the certificate needs to be given to the appropriate coordinator on completion.                             |
| <b>Coach Volunteer Qualifications</b> | All Coaches/Volunteers at Belair Primary school MUST undergo our school Volunteer process which can be found in the Volunteer application pack at the front office BEFORE coaching any students. The process includes; Volunteer application form, DHS Working with Children Clearance, Department for Education online induction sessions (Responding to Abuse and Neglect - Education and Care (RAN-EC) and Volunteer General Induction), volunteer site induction checklist and the volunteer agreement. |

## REFERENCES

ISBN 0 642 201862 National Junior Sports Policy – A Framework for Developing Junior Sport in Australia  
SA School Sport - <https://www.education.sa.gov.au/teaching/sport>  
School Sport Australia - <http://www.schoolsportaustralia.edu.au/>

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