

# Hamilton West School

## Sports Administration Policy



Hamilton West  
School

### Rational

Teachers and parents will work together to provide opportunities for pupils to participate in sports which are organised out of school hours under the umbrella Hamilton West School.

### Purposes

To encourage and develop the partnership between school and its community and to facilitate participation in sport.

### Guidelines

1. The school will have a Sports Coordinator who will have overall responsibility for sport at Hamilton West School.
2. The Sports Coordinator will call a meeting for teachers in charge of sport to set fees & direction prior to the start of the summer and winter seasons. The Principal will be invited to attend this meeting.
3. Team coaches / managers may seek sponsorship for uniforms and equipment after it has been approved by the Principal.
4. Each sport will have a liaison teacher who will follow the guidelines set out in the attached "Responsibilities" sheet. **(See Appendix 1)**
5. Each sport team will have coaches/managers who will follow the guidelines set out in the attached "Responsibilities" sheet and the school Fair Play Code of Practice **(See Appendix 2)**
6. All students are expected to follow and Fair Play Code of Practice. It will be discussed with students prior to the start of competitions.
7. All associated sports fees must wherever possible be paid to the school office prior to the season commencing or AP set up through the school office. This fee comprises of the sport code subscription fees, uniform and equipment fee and for some codes; a refereeing fee is included. Registrations made after the closing date will only be accepted, at the discretion of the Sports Coordinator.
8. Sports teams will be selected by the liaison teacher in charge of the sport. They may choose to elect help from coaches/managers to do this but have the overall say in the makeup of each team. Once teams have been selected the team registration form must be checked and signed off by the Teacher in charge or the Sports Coordinator before being sent off.
9. Teams will be comprised of children only from Hamilton West School but in circumstances where a team falls short of numbers then a parent whose child attends another school may apply in writing to the Board of Trustees for their child to be included in a Hamilton West School sports team. The relevant sports association must be approached to ascertain whether accepting children from another school in this situation is acceptable and the school where the child comes from must also agree. (See notes above referring to fees which are applicable to our school-these would apply).
10. Combined school teams are acceptable when numbers of students from Hamilton West School mean a team cannot be formed.
11. The Sports Coordinator will be responsible for the storage of sports uniforms, predominantly in the hall cupboard.
12. The Sports Coordinator will maintain a system for giving out and collect sports uniforms. They will also liaise with the Principal when new sports uniforms are required.
13. The school will provide adequate equipment for all team practices and games.
14. Each team will be allocated a kit bag for the season. Included in each kit bag is gear, gear list, code of conduct/coach responsibilities, a medical kit and rules/skills/drills for the associated sport.
15. Turf bookings for practices can be made prior to the season starting, through the Sports Coordinators.
16. The Board of Trustees will provide funding for school sports from the Kiwi Sports grant.

### Conclusion

Children will be able to participate in out of school sport, with the assistance of the school and community.

Reviewed : June 2017

Next Review: June 2020

Signed by Chairperson BoT ..... Date.....

## **SPORTS TEAMS RESPONSIBILITIES - Appendix 1**

The Following sports are organised out of school time under the umbrella of Hamilton West School: Hockey, Netball, Football, Basketball, Miniball, Cricket, Touch, and inter-school rugby.

### **LIAISON TEACHERS WILL:**

1. Inform players about the sport (dates, registration forms costs etc.) via the school newsletter.
2. Classify and organise the players into teams. (Assistance/consultation with coaches may be required)
3. Finalise the teams, source reliable coaches/managers and then notify players of team and coach for the season.
4. Fill in the registration forms and give them to the sport coordinator.
5. Liaise between pupils and coaches via the website / Facebook or newsletter, text message or in person about draws and other information.
6. Consult with Sports Coordinator about sports uniforms and assist with giving out uniforms as well as with the collection of them at the end of the season.
7. Facilitate practice times and places in consultation with coaches / managers and liaison with teachers, for other codes.
8. Provide each team coach/manager with a gear kit (uniforms, POD trophy, balls or other equipment and the Fair Play Code of Practice)

### **COACHES/MANAGERS WILL:**

1. Organise practices and practice times in consultation with the liaison teacher; and book practice venue ie turf, hall, field.
2. Organise collection and return of gear, uniforms and equipment kit bags.
3. Supervise and attend games with their teams, and referee when required.
4. Help with team selection **if** required by the teacher in charge.
5. Ensure that the children through the website, newsletter, Facebook, text message know their draw and practice times.
6. Promote strongly and follow the values of fair play and full participation (see **appendix 2**).
7. Encourage the children to be supportive of each other during the game, and win or lose behave in an appropriate manner.
8. Under no circumstances will coaches include or remove any players without prior discussion with the Teacher in Charge, the Sports Coordinator and the Principal.
9. Ensure that where possible all children in the team have an equal amount of playing time in the knowledge that if the team is in a knockout situation, e.g. a final, the strongest team will be selected.
10. Inform the Principal and Sports Coordinator of any fundraising activities.
11. The school is happy to support end of season celebrations by making the hall and kitchen available at no cost, provided it is left clean afterwards.
12. The school is happy to provide Participation certificates and POD trophies.

### **PARENTS/CAREGIVERS Are Expected:**

1. Pay the sports fee and send the completed registration form to the school office by the closing date stipulated.
2. Encourage fair play and good sportsmanship.
3. Be supportive on the sidelines and understand that if their behaviour is negative they may be asked to leave.
4. Support the coaches in their decisions and if possible offer assistance. Eg. Helping out at practices.
5. In the event of a complaint against the coach, put it in written form, which will first be passed to the liaison teacher who will consult the Sports Coordinator and the Principal

### **Sporting Code of Practice - Appendix 2**

All those involved in playing sport for Hamilton West School will be expected to follow the guidelines set out below.

- To show respect (whanaungatanga) for: Yourself and your team, the opposition, your coach, referees / umpires, rules of the game, equipment and fields
- To stay cool - no matter what happens.

- To show dignity in winning and losing.
- To keep sport fun - because that's why we do it.

Behaviours that demonstrate the Hamilton West School sports guidelines include:

- 1 **Respect (Whanaungatanga)**
  - Being prepared and proud to represent Hamilton West School
  - Encouraging teammates
  - Shaking hands with the opposition and thanking them properly for the game
  - Cooperating fully with coaches - both at practice and at the game
  - Obeying the decisions made by the referee
  - Playing to the rules of the game
  - Respecting property
- 2 **Staying Cool**
  - Keep your temper
  - Use positive language
  - Use no "put downs"
  - Use no violence
- 3 **Dignity**
  - Enjoy winning, but think about how the opposition might be feeling
  - Remember that it doesn't matter if you lose - as long as you have tried hard

Those players, coaches, referees and supporters who are recognised as making a positive contribution to our "Fair Play" guidelines will be nominated a Fair Play award. Please contact the Principal to nominate someone from our school.

#### **Fair Play Breaches**

When the school's Fair Play guidelines are breached procedures below will be followed:

- First Instance – Coach gives a warning
- Second Instance - Matter reported to the teacher in charge of the sport. Fair Play guidelines will be referred to and a warning given.
- Third Instance – Teacher in charge of the sport will refer the matter to the school Senior Leadership Team who will administer a stand down period of 1 or 2 weeks depending on the circumstances.
- Fourth Instance – Removal from the team will be permanent.

**Note:** For any serious breach of the school's Fair Play Guidelines the matter will automatically be referred to the Teacher in Charge of Sport and or the Senior Management Team.