

SAPSASA Policy

Updated April 2015

Black Forest Primary School students turning 10 – 13 years in the calendar year are eligible to participate in SAPSASA sports. In order for Black Forest Primary School to be successful and to ensure the safety and welfare of our students, the SAPSASA policy sets out the roles and responsibilities of all involved in SAPSASA at the school level. Students who participate in SAPSASA sports represent their school, therefore, representation is seen as a privilege and not a right. Students are expected to act in a responsible manner during normal school undertakings in order to be granted this privilege. The School retains the right to veto participation based on inappropriate attitude and behaviour or unsatisfactory work ethic.

SCHOOL GUIDELINES

Within the school, the Deputy Principal, Sports Co-ordinator, Front Office staff and Finance Officer, all have a vital role to play in the organisation of SAPSASA. Below is a set of guidelines that will determine SAPSASA involvement in a school year.

- A staff Sports Coordinator is appointed for SAPSASA sport with release time to enable the coordination to occur. The Sports Coordinator will meet with the Deputy Principal in the first week of Term 1 or as soon as the year's calendar arrives, to prepare for coming events. This information will then be communicated to staff and parents via email and the school website.
- A letter outlining SAPSASA and Knockout Sports Information will be provided to all eligible students in Term 1 Week 2.
- Participation in Knock Out competitions will be determined on a needs basis.
- A teacher will accompany students to all SAPSASA and Knockout events. This may include the Sports Co-ordinator, Site Leaders or classroom teachers.
- All information/notes related to SAPSASA will be distributed by the Front Office, and related data (ie. Consent forms, subsidies, fees, etc) collected by the school. All monies are paid through the Finance Office, or via Bizgate.
- Parents will be provided with a link to the SAPSASA website, to enable them to access further information.
- All parents who help out with SAPSASA events will be required to have a current Criminal History Screening and RAN training. In addition, if parents are providing transport, a copy of a current driver's license and comprehensive insurance needs to be provided and kept on file at the school.
- An annual review of school and student involvement will be conducted to make recommendations for the coming year.

SCHOOL SPORTS COORDINATOR RESPONSIBILITIES

The Sports Coordinator will:

- Attend District meetings to ensure the school has access to all relevant information.
- Attend Sports Sub Committee meetings each term.
- Approve and / or produce and distribute (in conjunction with front office staff) all relevant documentation to students and parents for each event.
- Ensure that all appropriate documentation is completed.
- In consultation with the Deputy Principal nominate suitable coaches / managers for teams and events.

The School Sports Co-ordinator will, in consultation with the Deputy Principal and the nominated coach:

- Distribute the SAPSASA and Knockout Sports Expression of Interest to all eligible students at the beginning of Term 1.
- Notify nominated students of trial dates and times.
- Conduct appropriate trials and work with selectors to nominate students based on skills, knowledge and abilities.
- Communicate in writing with teachers about students who have been chosen and negotiate about inclusion (Refer Selection and Participation section)
- Communicate with staff through Daily news and Staff calendar about events.
- Put forward names of students to try out for District teams.

- Identify coaches and team managers for each event. Criminal History Screening and RAN training is a requirement for all coaches and team managers and is to be checked by the Sports Coordinator.
- Determine cost of events based on registration and transport needs.
- Negotiate payment process with Finance Officer.
- Ensure all relevant documentation is completed prior to events and leave it with the office, including completion of ED170 for each student and ED169 "Application to conduct an excursion"
- Identify parents to transport students to events, allocate students to parent transporters, complete the appropriate documentation and lodge with the Front Office. Ensure all legal requirements are met for drivers.
- Inform coaches to ensure every attempt is made for students selected in teams receive as near as possible, equal playing time during competitions.
- Ensure that the nominated coaches are familiar with the school SAPSASA Policy.
- Inform the school of outcome of events, and of any related issues (eg. behaviour) upon return, or on the next school day.
- Acknowledge student involvement within the School Community (eg. via newsletter, at assembly).

Coaches/Managers of SAPSASA teams and events

Nominated coaches and managers of teams or events will:

- Liaise with the school SAPSASA coordinator.
- Be familiar with the SAPSASA Sports Policy and the roles and responsibilities of coaches as outlined in the Black Forest Primary School Sports Policy and BFPS SAPSASA Selection Policy.
- Ensure the school has a copy of their current Criminal History Screening.
- Ensure they have completed BFPS Volunteer Induction and RAN training.

Selection and Participation in SAPSASA Knockout / District / State Teams

The school supports all SAPSASA sports offered during the year. However, the number of sports for which students may nominate will be determined by the Deputy Principal and Sports Co-Ordinator. SAPSASA selection will result in some school work missed, so as a general guide, two team sports (eg: basketball, football, netball, cricket, softball) and two individual sports (eg: cross country, swimming, athletics, orienteering) will be considered sufficient.

Selection for SAPSASA team sports, individual events and District teams will be limited to children in their 11th – 13th year, while individual sports such as swimming, athletics, orienteering and cross country will be open to students in their 10th – 13th year.

Students turning 10 in the calendar year may be used to fill **school based teams** in cases of insufficient numbers based on late withdrawal, illness or exceptional circumstances.

Selection for Interstate Teams is open only to students who are 12 years old (or under) in the year of competition.

Participation in SAPSASA events is subject to approval by the Principal. Negotiations with class teachers will be undertaken by the Sports Co-ordinator prior to inclusion and consideration is given to school work requirements. (A student's school attendance, behaviour, work completion and attitude will be considered in this instance.) Significant cause must be shown before a student is denied the opportunity to participate.

Selection process

1. Students must nominate for a SAPSASA / Knockout / District Team via the school Expression of Interest form at the beginning of a school year. All children who nominate for a sport must play sport for the school or a club, unless there are insufficient numbers. Students who nominate must clearly demonstrate competence in that sport and a sound understanding of the rules and code of conduct required. Selection will give preference to Year 7 students over Year 6 students where there is a similar level of ability. (ie. Year 6s must be clearly better players) Where students are of similar ability, team selection will give preference to students in the higher year level, participating in composite year competition (eg Year 7 before Year 6)

2. The Sports Coordinator informs students who have nominated via the Expression of Interest of trial dates/times. A selection process occurs based on knowledge, skills and abilities for the chosen sport. In addition, the Sports Co-ordinator may liaise with the After School Sports Coordinators and coaches for any additional information.
3. The Sports Co-ordinator notifies staff in writing of students chose and negotiates involvement (See above)
4. The Sports Co-ordinator keeps a master list of student involvement on class lists, to monitor each student's involvement to ensure adherence to this Policy.
5. All students who trialled are notified by the Sports Co-ordinator. Students who have been chosen are notified by the Sports co-ordinator in writing with information provided to parents about training and event details.
6. Final list to be provided to the Principal and Deputy Principal.
7. The Sports Co-ordinator emails the front Office to add event details to the Staff Calendar and event details are added to the daily News by the Sports Co-ordinator. Where possible Knockout competitions will be scheduled to avoid disruption to identified school priorities including School Choir.
8. All legal requirements are completed by Sports co-ordinator.

Checklist of Selection Process (for District Teams)

1. Schools are notified by the District Secretary to forward nominations to designated district selectors.
2. School coaches are approached for their recommendations.
3. Students are informed of the potential for nomination.
4. A list of recommended players is forwarded to the school's SAPSASA Coordinator by sport coaches.
5. The SAPSASA Coordinator and Deputy Principal review the list.
6. Students are notified they have been approved for nomination and informed of times and dates for selection trials.
7. Students attend trials.
8. School is informed of final selections by District Coordinator or coach.
9. Schools publicise and congratulate successful students.

SAPSASA Transport/Supervision

All people and vehicles carrying children to and from sporting events in school hours must be covered with an appropriate comprehensive insurance policy and have completed a transport form and require a Police clearance. The school must have a copy of these on file)

- Only suitably qualified people should be permitted to drive. This excludes those with L or P plates.
- All vehicles being used must have seatbelts with the driver ensuring that they are worn.
- Consent forms must be signed by parent / guardian prior to the SAPSASA Event.
- When numbers are large a bus will be booked and parents charged.
- Under DECD Duty of Care guidelines, a teacher is required to attend a SAPSASA event with students.

State teams

Students who gain representation in a State Sports Training Camp or State team conducted by SAPSASA will receive a one off payment of \$100 to support their participation, provided through the Sports Fund.