

# Procedures for the organisation and management of school sport and physical activity

## Introduction

This document contains school-based procedures for the organisation and management of sport and physical activity programs and aims to provide information about our school to students, staff, parents/carers and community stakeholders. These procedures reflect the ethos of our school and establish a framework and context for sport within our school community.

The procedures document includes information on safe conduct guidelines, resourcing implications, delivery and evaluation processes to support quality sport and planned physical activity programs. It has been prepared as a resource for Cringila Public School and to all members of the Cringila Public School community (teachers, administrators, parents and caregivers, volunteers).

## Physical activity in NSW public schools

This document acknowledges that physical activity occurs in a number of ways in NSW public schools.

Physical activity is any movement of the body that results in some expenditure of energy and provides an opportunity for students to acquire and practise a range of personal, interpersonal, behavioural, social and cognitive skills.

Physical activity provides the most health-related benefits for students when performed at moderate to vigorous levels of intensity.

*Note: Moderate intensity physical activities require some effort and noticeably accelerate the heart rate. Students are still able to talk while participating in the activities.*

*Vigorous intensity physical activities require a large amount of effort and a substantial increase in heart rate. These activities make students 'huff and puff'.*

Mandatory planned physical activity, totalling 150 minutes per week, occurs through teaching and learning in Personal Development, Health and Physical Education (PDHPE) and school sport in years K-10. Additional physical activity can be planned or occur incidentally at other times of the school day such as at recess, lunch or in any other learning experiences.

Physical Education (PE) is part of the mandatory key learning area PDHPE. The NSW PDHPE syllabuses prescribe a sequence of learning for physical education from Kindergarten to Year 10. School sport is an important part of the co-curriculum and a mandatory part of whole school planning. School sport offers students weekly planned opportunities to participate in physical activities according to their interests and abilities in a range of contexts and environments.

Schools can also elect to participate in the representative school sport pathway. The pathway offers a wide range of sports for students to participate in at local, state, national and international level through carnivals, knockouts and representative teams. Many schools incorporate into their weekly timetabled school sport opportunities for participation in representative school sport.

## Rationale – school sport programs

School sport in NSW public schools contributes to the minimum 150 minutes of planned moderate with some vigorous physical activity required in K-10 schools across the school week. Schools are also encouraged to provide Year 11 and 12 students with weekly access to a minimum of 150 minutes of planned moderate to vigorous physical activity and sport.

Sport, as an aspect of the school curriculum, is an integral part of an individual's development that requires physical involvement in organised games or activities within an accepted set of rules. Sport is a valued and accepted part of a school's curriculum because it contributes to the development of the whole child. It provides a vehicle for a number of social, physical, emotional and moral learnings and is an important expression of our culture. Participation, enjoyment and skill development of all students are the corner-stones of school sport.

The social, cognitive and welfare outcomes of involvement in quality sport activities can assist whole school communities in:

- raising student achievement at all levels and all stages
- promoting wellbeing, positive relationships, equity and excellence
- creating and sustaining conditions for quality teaching and learning to thrive
- developing and delivering community expectations and government policy
- contributing to a 21st century education system at local and national levels
- developing students as citizens of the world
- encouraging healthy competition and responsible behaviours.

Significant international research and Australian government investigations indicate that students who experience positive, inclusive and rewarding school sport programs are more likely to exhibit:

- improved academic results
- National Professional Standards for Principals, Education Services Australia (Ministerial Council for Education, Early Childhood Development and Youth Affairs), July 2011
- self-esteem and resilience
- effective organisational, motivation and performance skills
- connectedness to school
- benefits of an active lifestyle well beyond the school environment.

As well as improving student performance and learning outcomes a quality sport program, implemented as part of a whole school plan, can have many benefits for all stakeholders. These include:

- improved student/teacher relationships
- higher concentration levels on classroom tasks following physical activity sessions
- more productive students with increased aspiration levels (especially amongst disadvantaged students)
- stronger links between school, home and the wider community
- decreased absenteeism
- appreciate the abilities and diversity of others
- developing an appreciation for fair play and being part of a team or group sharing the same experience.

## Aims of school sport and physical activity

Cringila Public School's sport and physical activity program aims to:

- encourage participation by all students in sporting activities commensurate with their physical, mental, social, emotional and skill development
- provide opportunity for playing a wide variety of sports within competitive and recreational environments
- develop the capacity to make reasoned decisions about ethical issues in sport that will lead to good player and spectator behaviour
- develop skill and fitness specific to particular sports so that all students can experience success through enjoyable participation
- develop and apply knowledge and understanding of sport as a significant cultural force in our society; the capabilities and limitations of the human body in the performance of sport; games, tactics, strategies, rules and umpiring; administration and coaching
- contribute, through participation, to the social, cognitive, physical, emotional and aesthetic aspects of the student's development
- develop a lifelong appreciation for physical activity and understand the health benefits these activities provide.

## Policies affecting sport and physical activity at Cringila Public School

Our procedures, as outlined in this document, for the organisation and management of school sport and physical activity programs support all relevant [NSW Department of Education policies](#).

The [Sport and Physical Activity Policy](#) provides schools direction in relation to the mandatory weekly requirements for student participation in sport and physical activity, including the identification of procedures and requirements, equipment specifications, venue requirements and safety procedures.

The [Policy and guidelines](#) section of the School sport website has additional advice and support as well as sample physical activity timetables. The [Sport Safety Guidelines](#) inform all school sport and physical activity programs and practices at Cringila Public School.

In addition, the following policies of Cringila Public School are included in our organisation and management of sport and physical activity programs:

- Permission notes, risk assessments, first aid/medical conditions, student health care plans.
- Sun Safe Policy-  
<http://www.cringila-p.schools.nsw.edu.au/our-school/school-policies-and-forms>
- PSSA Code of Conduct  
[centralwollongong.wordpress.com/downloads](http://centralwollongong.wordpress.com/downloads)

## School sport – roles and responsibilities

Cringila Public School has a responsibility to ensure that every student is presented with the opportunity to participate in quality sport and physical activity experiences to enhance their learning and development.

At Cringila Public School sport operates as a whole school activity and is supported through a range of organisational details to successfully conduct carnivals, gala days and a weekly sport program often incorporating competitive and non-competitive elements.

Teachers play a major role, often with the support of other members of the school community with relevant qualifications, in the organisation and conduct of the school sport program.

The roles and responsibilities of our school sport program include participation, competition, safety, community linkages, communication with parents/guardians, costs, professional learning, equipment and behaviour.

## Management of sport and physical activity programs

### Affiliation

Cringila Public School is a member of the South Wollongong Primary School Sport Association (PSSA) and a part of the South Coast Primary School Sport Association (PSSA).

### Leadership management of the school sport and physical activity program

Cringila Public School Sport Coordinator reports to the Assistant Principal as their supervisor and who reports to the school Principal.

The School Sport Coordinator coordinates the following roles:

- PSSA Coordinator who attends gala day meetings
- Carnivals; school, district, regional
- Sporting school grants
- Premier's Sporting Challenge

### School Sport Coordinator responsibilities-

The School Sport Coordinator will provide proactive, high quality leadership and management of all sporting programs and activities to facilitate the achievement of Cringila Public Schools plan and strategic directions. In collaboration with the Principal, Assistant Principals and staff, he or she will undertake duties and responsibilities listed below.

- To encourage the development of school spirit through participation and involvement in sport.
- To interact with parents, students and staff in a professional manner.
- To encourage interschool sports teams and to support the coaches of those teams.
- To coordinate training and selection trials for district and regional teams, and inform students when these events will be taking place.
- Ensure that events and student absences due to sporting commitments are communicated as early as possible so that teachers may plan for classes.
- To represent the school as a committee member at regular South Wollongong PSSA meetings and updating staff on new information in relation to district sporting events.
- To organise participation in South Wollongong PSSA and South Coast PSSA events e.g Swimming, Cross Country Athletics, and Gala Days.
- To organise the purchase of equipment and advise on the use of funding.
- To oversee the appointment of Sports House Captains and Vice Captains.
- To liaise with the General Assistant to ensure our grounds are set up for events when required e.g the mowing of a racing track.
- To work with coaches to facilitate the collection, storage and cleaning of sports equipment and clothing.
- Oversee the booking of venues and transport for sporting events.

- Recognise student participation and achievement through the issue of certificates at assemblies.
- To track points to determine the Sports Person of the Year and Premier's Sporting Challenge Sportsmanship award.  
<https://docs.google.com/spreadsheets/d/1Uq6O3k1WUogBLPbxKqRAidQOWSQetQ9AgtqrZoJUado/edit?usp=sharing>
- To organise Premier's Sporting Challenge, Sporting Schools and Swim Scheme activities throughout the year.
- To ensure the appropriate risk assessments have been completed and distributed before any event.

## Participation by staff

Teachers, coaches and any other members of the school community involved in the school sport program need to:

- prepare and conduct sessions based on sound coaching, safety and teaching principles
- encourage participation
- cater for varying levels of ability by providing every student with a 'fair go'
- provide equal encouragement to all students to allow them to acquire skills and develop confidence
- ensure the program is available to all students by catering for groups with specific needs and interests such as:
  - female students (if school is co-educational)
  - students with disabilities/impairments
  - Aboriginal and Torres Strait Islander students
  - students from non-English speaking backgrounds
  - students with exceptional sport talent
- set realistic standards and objectives for students
- ensure a safe and productive environment
- adopt the Cringila Public School, South Wollongong and South Coast PSSA codes of behaviour.
- ensure consequences of inappropriate behaviour are clearly understood and communicated through the school welfare/discipline system
- act as a good role model of sporting behaviour.

Teachers and any other members of the school community who take on a coaching responsibility are also encouraged to:

- become accredited with the National Coaching Accreditation Scheme (NCAS) through state sporting organisations
- engage in professional development and dialogue with appropriate teaching and coaching developments.

## Behaviour

Teachers, students, parents and any other members of the school community involved in the school physical activity program need to:

- ensure they are aware that their behaviour is expected to be consistent with both the school's code and the South Wollongong and South Coast Primary School Sport Associations codes

of behaviour and also promote the idea of 'fair play'. Learning about fair play helps young people develop an understanding of important values like respect, co-operation and teamwork.

Teachers, in conjunction with the school leadership team, need to:

- manage students who do not comply with the above codes of behaviour as set out in the school's student welfare and discipline policy.

## SOUTH WOLLONGONG PSSA PLAYER CODE OF CONDUCT

Codes of conduct provide a supportive framework that promotes fair play and appropriate behaviour in school sport. These codes apply to players, teachers, coaches, parents, officials and spectators who together provide the environment in which school sport is played. The following code applies to school sport at all levels and is designed to highlight:

- The principles of enjoyment, satisfaction and safe play in sport;
- The principles of fair play, respect and sportsmanship displayed on and off the field;
- That students participate for their own sake and not to fulfil the desires of parents, adult groups or peers; and
- The encouragement of student participation in sport that will contribute to higher levels of health and physical fitness.

### Player Code of Conduct and Dress Code

When chosen to represent the school at South Wollongong PSSA, Southern Illawarra Zone, South Coast Regional, State, Gala Days or any other external sporting event, students are expected to behave in an exemplary manner both on and off the sports field.

When representing the school, students are required to wear full school sports uniform. Full school sports uniform includes wearing a hat and necessary safety equipment for specific sports (i.e. helmet, shin pads, mouth guard etc.) Soft studs are only to be worn while playing rugby league, rugby union, touch, AFL and soccer. They must be removed upon return to school. The same applies to shin pads and other safety gear.

Students may also be required to wear a representative shirt or singlet at certain events.

Students are required to sign and adhere to the Player Code of Conduct prior to attending South Wollongong PSSA sport, district trials and Gala Days and any other external sporting event. Failure to comply may result in being asked to leave the field of play or missing the following game/s.

Players, parents, spectators, teachers and coaches must all abide by the District PSSA Code of Conduct available online at [centralwollongong.wordpress.com/downloads](http://centralwollongong.wordpress.com/downloads)

## Organisation of carnivals

Students compete in the annual swimming, athletics and cross-country carnivals.

Specific sport organiser responsibilities:

- Permission Notes
- Book Venues and Buses
- Organise Equipment, Ribbons, Programs

- Allocate Staff Duties and explain them
- Organise Student Helpers
- Record the results and send through to district organisers

All information regarding organisation, permission notes and risk assessments can be found at this link:

<https://drive.google.com/open?id=0B0qyUC8H-jKkc19iV1Yzc2pWajQ>

Swimming Carnival Information-

Held at Port Kembla Pool, Olympic Boulevard, (02) 4274 1232

Cross Country and Athletics Carnival Information-

Both these carnivals are held K-6 at school, with the use of Cringila Park.

## Weekly school sport

At Cringila Public School a regular time is allocated for sport. This time is mutually agreed upon by the classroom teachers after consulting their schedules.

At Cringila Public School the intra and inter-school sport program includes seasonal sports and recreation activities, inter-school carnivals and representative sport. Various sports and competitions are conducted at school, local venues and between schools in the district/zone.

Sporting schools funding-

Terms 1-3 are based on the needs of the students and availabilities of external providers.

Term 4-

Tennis- David Winley (Illawarra Tennis Academy- [kwinley5@bigpond.com](mailto:kwinley5@bigpond.com), 0408114681)

Bowling- Northern Bowl [northernbowl@hotmail.com](mailto:northernbowl@hotmail.com)

Swim Scheme- [jofryer.schoolswimming@gmail.com](mailto:jofryer.schoolswimming@gmail.com)

Bowling Permission Note-

<https://drive.google.com/file/d/0ByuqgUKJS3T9aEdsVjJRQ3IDUkk/view?usp=sharing>

Swim Scheme Note-

[https://drive.google.com/file/d/0B-n\\_CfEfJDm2a21RZ2RuNGIMdUU/view?usp=sharing](https://drive.google.com/file/d/0B-n_CfEfJDm2a21RZ2RuNGIMdUU/view?usp=sharing)

Risk Assessment Swim Scheme-

<https://drive.google.com/file/d/1WWI92qZeS4RFZfAWrKYAnFSBNC2ekI6W/view?usp=sharing>

Risk Assessment Ten Pin Bowling-

<https://drive.google.com/file/d/16PAURcML6SRNWcf4FtrjyHojX2UjV2Q/view?usp=sharing>

## Gala days

The school also has Gala Days which are one-off sporting exchanges with other schools.

Term 1- Netball and Cricket

Fred Finch Park, Berkeley.

Term 2 & 3- Dragontag and Soccer

Noel Mulligan Oval, Warrawong.

Buses generally booked through Warrigal Charters.

Gala Day notes-

[https://drive.google.com/open?id=1gIN\\_DJItY-kU7bCsw4iZGiPLNokMQTu](https://drive.google.com/open?id=1gIN_DJItY-kU7bCsw4iZGiPLNokMQTu)

## Risk Assessments-

<https://drive.google.com/open?id=1CwxOLM4bx1pppE2wTPVo3LGNfvu7I0bR>

## Specific responsibilities:

### Gala Days

- Organise equipment
- Organise training and staff
- Book buses
- Create team lists and pass details on to the specific convener. Make changes as they occur
- Obtain permission notes and payments from students

## Competition

At Cringila Public School provision is made for a healthy level of competition for all participants. Competition occurs at the intra-school and inter-school level as well as on a less formal, social basis and is conducted at a level that is appropriate for the age and experience of the students.

Teachers and any other members of the school community involved in the school physical activity program need to ensure all students participating in the sport program are aware that, although everyone likes to win, participating is equally as important.

## Uniform

All students, regardless of their chosen activity are required to wear their full school uniform to school on The Cringila Public School Uniform Policy is available from <http://www.cringila-p.schools.nsw.edu.au/our-school/school-policies-and-forms>

Students who attend school in an unsatisfactory uniform will be required to have the office call their parents to bring them a satisfactory uniform.

The Sport uniform consists of

- School shirt - green collar and green sleeves with CRINGILA written down the side of shirt for winter and summer
- Boys shorts - dark green gabardine shorts
- Girls skorts - dark green gabardine skorts
- Joggers with white socks (or long CRINGILA socks when playing soccer). Black joggers are to have no colours on them
- Green tracksuit pants
- Green zip up jacket with school logo
- Green bucket hat with school logo
- Hair clips - green/yellow/gold (optional)
- Hijab - green/yellow/gold (optional)

## Representative sport

Students have the opportunity to gain representative selection in a number of individual and team sports throughout the year. School, zone, regional and state selection policies exist under the



guidance of the New South Wales Primary Schools Sports Association and/or the NSW Combined High Schools Sports Association.

Students at Cringila Public School are given information about trial dates for events and teams via verbal information, notes, skoolbag app and the school's Facebook page.

Teachers are also supported to coach and/or officiate in the Representative School Sport Pathway.

## School sport selection policy information

Students are selected for school sport on a first come first served basis. Students who return their notes and pay their fees (or seek school assistance) are taken to play in Gala Day teams.

## Sport leadership

The sport leadership program at Cringila Public School is organised in the following manner.

House meetings are held at the beginning of each year. Each house (Keira, Nebo, Kembla and Illawarra) will elect two House Captains and two Vice House Captains. The House Captains are generally a Year 6 boy and girl, and the Vice Captains are generally a Year 5 boy and girl. This may change due to student interest and student numbers. School Captains and Leaders are not involved in this nomination process as they already have a substantial leadership role within the school.

Sport leaders are actively involved in:

- training and learning opportunities
- coaching and/or officiating
- carnival team organisation
- mentor support
- a time commitment from young leaders
- recognition for young leaders
- personal development programs.

## Across the curriculum

At Cringila Public School teachers are encouraged to incorporate physical activity across their classroom teaching and learning programs.

Examples include:

- taking a class around the school to find nouns instead of sitting at their desks
- while students are walking, the use of verbs is incorporated in the lesson
- using throwing and catching to investigate measurement and evaluation
- throwing a ball and measuring the distance of each throw and why a ball curves in the air
- using the mathematical process to mark out running tracks or school gardens.

## Break times – recess and lunch

Break times in schools are very active times. Other than simple play, break times are a time for team training for various sports or organised play. Our school also has various types of physical activity clubs, organised inter-house and student versus teacher activities.

At Cringila Public School, we offer:

- ball games (e.g. soccer, basketball, handball)
- structured activities through Lunch Bunch
- dance club
- Skipping
- Ribbon twirling

## Evaluation and review

### Evaluation of sport

At Cringila Public School the School Sport and Physical Activity program will be reviewed and evaluated annually. An evaluation committee will be established to involve all stakeholders and measure outcomes against local indicators.

Cringila Public School will use the following evaluation measures:

- attendance numbers on sport afternoons
- competency/confidence of staff to deliver sport sessions
- student survey of sport experiences
- cost/benefit analysis of activities
- government priorities
- community needs
- available resources
- adherence to DoE sport and physical activity policy
- teacher professional learning opportunities.

The committee will prepare a final report for the school leadership team to action.

### Review of sport policies, management and procedures

A review of existing policies and practices relating to school sport with input from the whole school community will help to recognise areas of strength and identify aspects of the program that could be revitalised.

Evidence based decisions will achieve better outcomes which can be included in the school's management plan and accurately reflect community needs and requirements.

Cringila Public School will review sport policies, management and procedures every year. The review will use evaluation measurements to support any recommendations for change. Our school will explore the following questions in the review:

- How does sport meet our school community needs?
- Where does sport fit within the school's curriculum?
- What does current research say about sport in schools?

- What are student perceptions of school sport and how does this impact on the implementation of sport?
- What resources are necessary to run school sport?
- How does sport impact on other activities in the school?
- What are DoE requirements regarding school sport?
- What are the options for structuring school sport and how do they impact on school organisation?
- Where are school sport policies and guidelines located on the DoE intranet?
- Do members of staff feel confident/competent about delivering quality sport sessions?
- How can staff improve their delivery of school sport?
- Are there accredited courses available to support new teachers?

The last review was conducted in August 2018 by Jenna Harris. A full copy of the review is located on file with the school policies.