



## **NEWLANDS COLLEGE POLICY**

### **POL. 1.5.1 SPORT POLICY**

#### **RATIONALE**

Newlands College students are encouraged to participate in sport; to develop their skills, leadership, positive relationships and to reach their potential.

#### **GUIDELINES**

- 1 To provide a coherent and comprehensive management structure to play sport all year round that is participant-centred.
- 2 To provide a wide range of physical activity and sporting opportunities that meet the needs and wants of students and are high quality, stage-appropriate and fun.
- 3 Ensure young people develop their leadership skills through school sport opportunities, including officiating, coaching and administration.
- 4 To ensure that the NZSSSC “Fair Play” principles are the framework for all sporting activity. (*See Appendix 1 – NZSSSC Integrity Framework: Code of Conduct and Disciplinary Procedures*)
- 5 To support students to work towards their sporting goals and aspirations.
- 6 To provide a safe and supportive environment.
- 7 To provide adequate facilities and equipment for sport.
- 8 The Principal shall institute procedures to effect this policy.

## **SPORT POLICY PROCEDURES**

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## **SPORT POLICY PROCEDURES**

In support of the Newlands College Sport Policy there are a number of procedures for specific areas of the sports programme.

### **1) Administration**

- 1.1 Overall administration will be the responsibility of the Newlands College Sports Committee. This will comprise of the Deputy Principal with responsibility for Sport, Director of Sport and Head of PE and will be convened by the Deputy Principal with responsibility for Sport. The committee will meet on a regular basis.
- 1.2 A Newlands College Sports Group consisting of the existing Newlands College Sports Committee along with interested parents, community members and the Sports Captain and a member of the student sports committee will meet on a regular basis.
- 1.3 A Students Sports Committee will be established annually, consisting of the Director of Sport, Sports Captain and representatives of each year group. This group will help in the running of after school social sport, house sport, Celebration of Sport etc.
- 1.4 Sporting Codes will be encouraged to form their own Code Committee in support of the “Newlands College Sports Policy”. This is an opportunity to utilize the support and talents of the wider community.
- 1.5 Sporting codes will function according to the regulations of the New Zealand Secondary Schools Sports Council, College Sport Wellington or the association they are affiliated to.
- 1.6 Where the sport is offered students will be expected to play for the college. The Sports Committee will consider any request for exemption or dispensation (if applicable), on a season by season basis.
- 1.7 Coaches are to be appointed by each Code Convenor. They are to be briefed as to principles, procedures and standards required. Where a staff member has the ability and interest to coach a first team they will be given priority in coaching appointments in their respective code.
- 1.8 Convenors and coaches will be reimbursed their actual and reasonable expenses, within that codes budget as per guidelines. Refer to Director of Sport.
- 1.9 For team sports, selection is to be based on at least one trial if required. Students arriving during the year are to be trialed in a practice situation before joining the team in competition. No player is to be removed from a team without prior discussion with that player, the player’s parents and the code convenor.
- 1.10 Any requests for fundraising and sponsorship are to go through the Deputy Principal with responsibility for Sport.
- 1.11 The Celebration of Sport will be held annually to acknowledge sporting achievements. Students will receive Distinction or Merit Awards according to defined criteria and students will receive Premier, Distinction or Merit awards according to defined criteria.
- 1.12 The student sports committee will collect feedback on the sports programme from students on an annual basis.

## 2) Attendance and Sport Participation

- 2.1 Students may not be eligible to play sport for the college if they have a poor attendance rate.
- 2.2 Fitness and training are essential elements to participating. Non-attendance at these may impact on game time.

## 3) Awards

- 3.1 The College will recognise the achievements of students who represent the school as well as those who play sports not provided by the school.
- 3.2 If students choose not to represent the school in sports provided by the school and there is no agreement for them to do so (i.e. playing for a sports club or sports academy) then they will not be eligible to win the following applicable awards:
  - Sportswoman of the Year
  - Sportsman of the Year
  - Highest achiever in sport (for the code they are not playing at the school)

## 4) Complaints

### **Matters relating to Newlands College players/personnel/teams/supporters**

- 4.1 Any complaints should be in the first instance be brought to the attention of the Code Convenor. If a mutually satisfactory resolution is not reached it can be brought to the attention of the Sports Committee.

### **Matters relating to opposition players/personnel/teams/supporters or game officials – College Sport Wellington (CSW) Competitions**

- 4.2 If a Newlands College student/family wishes to raise a formal complaint they must within 48 hours of the completion of that match, tournament or event, send a written report with corroborating evidence through to the Director of Sport. The Sports Committee will then decide whether to pursue the matter via the official CSW process. If the complaint is pursued then the school will add written endorsement from the Director of Sport and the signature endorsement of the Principal to the complaint and lodge the complaint with CSW within the 72 hour time period allowed from the completion of the event occurring.

If the Sports Committee can't resolve the matter, the School Complaints Policy will apply.

*Please note that as per the College Sport Wellington Bylaws 27.4 that:*

*Any complaint that is not lodged through the Director of Sport nor has the endorsement of the Director of Sport and Principal will be declined.*

## 5) Discipline

- 5.1 Any major breach of the Sports Code of Conduct is to be notified to the Sports Disciplinary Committee (consisting of the relevant Code Convenor, Director of Sport and Deputy Principal with responsibility for Sport). If such incidents are covered by the relevant code's governing body, the student will have imposed upon him / her that punishment plus that of the disciplinary committee if it is perceived by that committee to be necessary.
- 5.2 Where a student contravenes school rules disciplinary action may be taken. If so, this will take priority over sporting practices and games and in serious cases a student may be stood down after discussion with the Deputy Principal, Code Convenor and Coach.

## 6) Fees

- 6.1 Sports are to be self-funded and players in each code will be required to pay a sports fee sufficient to cover the costs of equipment, coaching, uniforms and travel.
- 6.2 The school operates a 'No Pay, No Play' policy.
- 6.3 If a student registers for a sport but decides to withdraw once the season has begun they will not be due a refund of their fees. If a student is injured during the season, a decision on refunding fees will be made on a 'case by case' basis.

## 7) Health and Safety

### Injuries

#### **In the event of an injury occurring at training or games that requires medical attention:**

- 7.1 The injuries must be attended to and the parent/caregiver notified immediately.

#### **In the event of an injury occurring at training or games that requires urgent medical attention**

- 7.2 Professional medical attention should be sought immediately either via a 111 or organising for the player to be taken to receive medical attention i.e. Accident and Emergency or after hour's clinics. The parent/caregiver must be notified immediately.

### Injury reporting

- 7.3 Any injuries requiring urgent medical attention must be notified to the Director of Sport and/or Deputy Principal with responsibility for Sport immediately once the parent/caregiver has been notified.
- 7.4 Director of Sport and/or Deputy Principal with responsibility for Sport will fill in 'Student Accident Form' and liaise with member of staff that has responsibility for Health and Safety regarding any follow up action required.

### Concussion

- 7.5 There is heightened concern around concussions that young people are getting from a multitude of sports; peoples' understandings and diagnosis of it, the short and longer term effects and ultimately, the young person's return to learning (and sport).

If during a game a player complains of/is suspected of having symptoms of concussion (*see Appendix 2 Symptoms of Concussion*) they are to be removed from the field of play for the remainder of the game and medical attention is to be sought immediately depending on the severity of the symptoms.

- 7.6 Newlands College endorses the “graduated return to play” guidelines that state that any player demonstrating any of the symptoms that could possibly be related to concussion must be stood down from all sport until as a MINIMUM they have fulfilled the mandatory 23 day stand down prescribed including the graduated rehabilitation and then must have a medical certificate to support their return to play.

*(See Appendix 3 for the Graduated return to play – Rehabilitation stages)*

## **8) Junior Sport (Y9-10)**

- 8.1 The focus of sport at a junior level (Y9/10) is on the development and retention of players.
- 8.2 Students should be provided with adequate game time to assist with their development. This will be determined within the individual sports codes.

## **9) Team Entry/Withdrawal Guidelines**

- 9.1 Teams will be entered into competitions if there are enough players, coaches and officials to support the team throughout the season.
- 9.2 The School will support composite teams to ensure students are able to play. Relevant Newlands College, CSW and/or Governing body procedures will apply.
- 9.3 If the school/coach deem that insufficient players are attending trainings and or games over a period of time then a decision will be made between the Code Convenor/Coach and Sports Committee as to whether the team is to be withdrawn from the competition they are entered.

## 10) Team Selection

- 10.1 The first team of any code takes priority in terms of player selection.
- 10.2 Teams are selected from the top down. First teams will choose their team from within their squad or the next team down etc. etc. This will be done in consultation with the Code Convenor and the affected coaches.
- 10.3 Students in Year 9 & 10 playing in the College Sport Wellington competitions will generally play in the junior grade. If students are considered to have the ability and maturity to play in the 'top' team for a sports code then they have the opportunity to trial and play in the senior grade.

## 11) Tournaments

These procedures need to be read in conjunction with Newlands College Policy 1.3.4 Education Outside the Classroom.

### Tournament Entry

- 11.1 Before a team is entered into a tournament an event proposal must be completed for approval including a budget outline and valid reasoning for the team to be entered.
- 11.2 Teams wishing to enter summer and winter tournament week must have a coach who has been coaching/managing them for the season.

### Tournament Accommodation

- 11.3 Where possible accommodation must be within reasonable commute of the tournament venue and provides internet access.

### Tournament Transport options

- 11.4 If tournaments are more than 5-6 hours driving in duration then flying must be considered as an option. E.g. Wellington to Gisborne/Hamilton/Auckland

## 12) Transport

### Minibus

- 12.1 Drivers must take regular breaks. The maximum driving time should be 2½ to 3 hours followed by a minimum break time of 20 minutes.
- 12.2 For trips over 3 hours/200km there should be provision for a relief driver. This could be a relief driver that is shared between two minibuses (but no more than two).
- 12.3 For trip over 6 hours/400km there must be a relief driver for each vehicle.

The above are minimum requirements. More stringent provisions should be considered and discussed with SMT in circumstances such as:

- 1 Travel that commences for the driver at the end of a working day

2 Travel in the hours of darkness

3 Return trips where the driver has been responsible for the supervision or management of students full time.

If during the course of a trip it becomes apparent that for any reason there is a chance of students being placed at risk because of potential driver fatigue then the trip leader should contact SMT to discuss alternative arrangements. Reasons for potential driver fatigue could be staff illness or disrupted sleeping the previous night.

### **Private Transport**

12.4 See Newlands College Policy 5.5.5 Private Vehicle Transport for College Activities.

## **13) Volunteers**

13.1 All community sports volunteers will be police vetted prior to starting to work with students as per *Newlands College Policy 5.2.4 Child Protection*

13.2 All coaches will be required to complete an ACC Sports Smart Workshop.

13.3 All coaches will be provided with the opportunity of Professional Development. This could include the gaining of a qualification.

## **14) Uniform**

14.1 Each sporting code has its own uniform requirements. (Refer to annual sports handbook)



## **APPENDIX 1**

### **NZSSSC Integrity Framework: Code of Conduct & Disciplinary Procedures**

4.1 At all times, any person above associated with school sport will act in accordance with the principles of fair play as outlined in Clauses 4.2 – 4.4 to ensure that students have the right to enjoy their sport in a safe, positive environment.

4.2 Players will;

- a) Play to the best of their ability and within the rules of the game.
- b) Show respect to other players - both team mates & opponents
- c) Accept officials' decisions without gesture or argument.
- d) Be humble in victory and gracious in defeat.
- e) Support the coaches and their requests of them.
- f) Thank and acknowledge the coach, officials and opponents.

4.3 Coaches will;

- a) Set affirmative and appropriate guidelines and behavioural standards for themselves and their athletes on and off the playing arena.
- b) Assume responsibility for their players' conduct both on and off the playing arena.
- c) Treat all players, including the opposition, with dignity and respect and demonstrate positive examples of sportsmanship at all times.
- d) Respect and accept the judgement and decisions of officials without remonstrations.

4.4 Parents and Spectators will:

- a) Positively encourage and support the efforts of all players.
- b) Refrain from any criticism or abuse directed at coaches or officials.
- c) Put an emphasis on genuine effort ahead of victory and encourage players to accept the outcomes of all games, irrespective of the result.
- d) Recognise good play by either team and never ridicule an individual player in either team.
- e) Display self-control on the side-line - remember young people play sport for their satisfaction not parents or supporters.

## **APPENDIX 2 – SYMPTOMS OF CONCUSSION**

Red Flag symptoms that should receive immediate medical treatment include:

- Loss of consciousness
- Seizure or convulsion
- Nausea and vomiting
- Dizziness
- Neck Pain
- Blurred vision
- Severe/increasing
- Headache
- Tingling/Burning in arms/legs

Other potential symptoms include:

- Feeling slowed down
- Drowsiness
- “Pressure in head”
- More emotional
- Irritability
- Sensitivity to light/noise
- Sadness
- Amnesia
- Fatigue or low energy
- Feeling like “in a fog”
- Balance problems
- Confusion
- “Don’t feel right”
- Difficulty remembering/concentrating
- Anxiety/Nervousness

**APPENDIX 3 - GRADUATED RETURN TO PLAY - REHABILITATION STAGES**

The stages below are the minimum expectations for those under 20 and critical to this are Stages 1 & 6 and that it's a graduated return to play over 23 days.

STAGE	REHABILITATION	TIMELINE
1	Medical assessment within 48 hours of suspected concussion	Day 1
2	Complete mental and physical rest until symptoms have cleared*	next 14 days
3	Once symptom-free, light aerobic exercise, such as walking or stationary cycling	next 2 days
4	Sport-specific exercise, such as running or ball handling activities only if symptom-free. NO head impact activities	next 2 days
5	Non-contact training drills only until medical clearance given and only if symptom free.	next 2 days
6	Medical Clearance - only then back to full contact training	next 2 days
7	Return to play – pending #6	Day 23

\*at any stage in this return to play, athletes need to remain symptom free before going to the next step. Should they develop symptoms during this process, they need to rest again until they have been symptom free for 48 hours, before returning to the level where they did not have symptoms.