



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 Cheltenham Girls' High School and to all members of the Cheltenham Girls' High 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

Cheltenham'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 Cheltenham Girls' High 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](#) and [Requirement for all sport and Physical Activity](#) and [Guidelines to specific sport or Physical Activity](#) inform all school sport and physical activity programs and practices at Cheltenham Girls' High School.

In addition the following policies/information of Cheltenham Girls' High School are included in our organisation and management of sport and physical activity programs:

Medical insurance

- Teachers organising activities must advise parents that in the event of an injury, insurance cover is provided by the NSW Department of Education for students in relation to school sporting activities, physical education lessons or any other school activity.
- The department's public liability cover is fault-based and would only be applicable if the department were to breach its duty of care to students in a way that may result in claims for compensation.
- Parents should sign a consent form acknowledging awareness of this fact before students participate in sporting activities. A sample Consent Form is available on the School Sport website.

Sun Safety for Students Guidelines

- Schools and communities share responsibility for the health, safety and wellbeing of children and young people in their care. The school community, including families, work together to take all reasonable actions to protect students from risks of harm that can be reasonably predicted due to ultraviolet radiation from the sun.
- Cheltenham Girls' High School implements a comprehensive range of sun safe strategies including wearing hats when participating in outdoor sport lessons, having sunscreen accessible to students at the change rooms and staff role modelling sun safe behaviours.
- Sun safety is promoted as a health and safety issue rather than as a matter of discipline.
- The school curriculum includes intentional teaching about the need for sun safety.
- Sun safe strategies are implemented in peak ultraviolet radiation times for outdoor activities, including physical activity, physical education, carnivals, excursions and sport. This includes scheduling outdoor activities in the shade or outside of peak ultraviolet radiation times where possible.
- Support the use of at least a SPF 30+ broad-spectrum and water resistant sunscreen to students for outdoor activities.

Injury management:

- Sport safety education for students and teachers is an essential part of any injury prevention program. It includes training staff in First Aid and Sport Injuries.
- Staff must comply with the DoE's **First Aid Procedures** on the **Health and Safety website** and not allow students to play or continue to play if they are injured or visibly distressed.
- Staff who are off-site are provided with well-equipped first aid kits including an asthma emergency kit (containing a blue reliever puffer and epipen). They must be collected by teachers from the PDHPE staffroom (Knockouts, carnivals) or from the Staff Common room (Tuesday Sport).
- Staff who are at school have access to first aid kits in PDHPE and reception.
- Appropriate safety equipment should be worn if provided in Sports kits for student use.
- Warm-ups should include activities that use the same movement patterns as the activities to be performed during the session. Warm-up exercises should begin at low intensity and gradually increase to the level required in the activity.
- Teachers and coaches should ensure contraindicated exercises or actions are avoided during sport and physical activities and should modify rules appropriately for younger, less skilled or weaker students.
- If there are any injuries during sport, teachers must follow school procedures of filling out accident forms. One form needs to be filled in by the injured student, one by a student witness and one by the supervising teacher. A copy of your roll needs to be included, often along with other supporting documentation listed on the paperwork.
- Parents/carers should be notified as soon as possible if an injury is incurred by a student under the age of 18.

School sport – roles and responsibilities

Cheltenham Girls' High 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 Cheltenham Girls' High 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

Cheltenham Girls' High School is a member of the North West Metropolitan Girls School Sport Association and a part of the Sydney North School Sport Association.

Leadership management of the school sport and physical activity program

The School Sport Organiser is responsible for organising and running Sport for Years 9 & 10. The communication flow for issues (logistics, cost, behaviour, policy), depending on the level of seriousness is:

Sports Organiser – PDHPE Head Teacher – Deputy Principal - Principal

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:
 - 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 Sydney North Sports Association 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, North West Metropolitan Zone's code and Sydney North School Sports Association's 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 Wellbeing Policy.

Organisation of carnivals

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

Venues for carnivals are booked based on location to the school, cost, facilities, size and availability. The Sport Organiser submits a request for the P & C to fund the cost of the venues for swimming, cross country and athletics.

The Sport Organiser distributes information in regards to roles and responsibilities to staff prior to each event.

All carnival information is saved in the PDHPE KLA under Sporting Carnivals.

Weekly school sport

At Cheltenham Girls' High School, Years 9-10 have sport on Tuesday and Years 7-8 have integrated Sport which differs for classes according to their timetables.

At Cheltenham Girls' High 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.

Year 9 and 10 Sport

Staffing & Rosters

Year 9 and 10 sport is held on a Tuesday afternoon during periods 4 and 5.

Year 9 students will be assigned to a sports class for Terms 1, 2 and 3. They will rotate around a variety of sports over the course of the terms. They will make sport selections for Term 4. This will occur in Term 3.

Year 9 and 10 sport runs in Terms 1, 2, 3 and 4. In Term 4, in lieu of Year 9 and 10 sport, some teachers will be rostered onto Year 8 sport to assist with Year 8 swim school. A roster will be circulated at the end of Term 3.

All sport teachers will be rotated between different classes within Year 9 or 10.

A roster can be found in each of the sports rolls, on the sports noticeboard and outside the PDHPE staffroom.

Rolls

All rolls must be marked carefully ensuring an accurate record is kept of all girls involved in afternoon sport. Rolls are to be left blank if the student is not present.

Rolls should be returned to the sports box in the staff common room at the end of sport (or before roll call on Wednesday).

Start and finish of Sport lessons

Staff and students must be ready to begin sport at the end of lunch on Tuesdays.

Collect the required equipment at the beginning of the lesson

All equipment is to be returned to the kits and returned to the storeroom. Tennis racquets need to be placed into the racks properly. NO equipment should be left outside the storeroom.

Students must leave school in FULL school uniform. Ensure they are in full school uniform before you mark their names off on the roll.

Staff need to be diligent about dismissal time. Students at school venues are not to be sent to change until 3:00pm at the earliest and then marked off at 3:10pm. Please do not dismiss students prior to this time. We have a legal duty of care until this time.

Behaviour/Sports Theory

Students who are ill, injured or do not have a change of clothing are required to follow the following procedure:

1. See Sport Organiser before school with or without a note
2. If the student participates in a school based sport they will stay with the group and do Sports theory – provided by their teacher. The teacher will collect student work at the end of the lesson and place it in the roll.
3. If the student participates in sport at an outside venue they will be told to go to the Sport theory room to complete work provided by the supervising teacher. This work will be collected at the end of the period and placed in the roll.

The Sport Organiser is responsible for creating appropriate theory work and ensuring Sport theory folders are available for collection alongside the rolls in the Staff Common Room.

Students are NOT permitted to do private study, use laptops, ipods, mobile phones or other forms of technology.

Students who do not have their sports uniform twice or more in a term should be issued a lunch time detention by the sports teacher. A lunchtime detention should be issued for each future occasion the student does not bring their uniform. If the behaviour continues, an after school detention should be issued. The Sports Organiser should be notified of any student repeatedly not in uniform.

Merits are placed in sport folders to encourage staff to issue to deserving students. This is to assist motivational levels of students.

Deal with inappropriate behaviour and discipline students as in a normal classroom environment. However, staff can record negative, repeated and inappropriate behaviour in Sentral and communicate to the Sports Organiser. Staff are to act in line with the Wellbeing policy.

Off-site venues

If catching a bus or train to sport, staff need to be at the designated meeting places prior to the bell so an accurate roll can be taken. All sports meet in lower quad except train/bus who meet at a designated area to cater for travel times. Be diligent with students using opal card or using single ticket.

Any student who presents a note to leave a venue early must have the note signed by the Sports Organiser in the PDHPE faculty. Without a signed note the student must return to school.

Students catching buses who have a pass to leave from the venue must have the pass with them each week. If they do not have it for any reason the student must return to school with the rest of the group.

General information

Be aware that on Tuesdays there may be several PE classes using the change rooms prior to sport groups getting changed.

Carry a mobile phone to any sport venue off school premises in case of an emergency.

Take a first aid kit to all venues that are off campus.

Plan relevant and worthwhile activities for students to complete in the case of wet weather.

Ensure a casual is arranged to cover your sport periods if you will be absent on a particular day due to an excursion, professional development, etc.

If a student is sick before or during Sport without a note, she should be sent to the office and normal procedure for any school day should be followed

Gala days

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

A range of sports are offered to our students depending on the skill set of our staff.

Competition

At Cheltenham Girls' High 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

Participation in Sport requires all students to be changed for sport in full CGHS Sport uniform. All students, regardless of their chosen activity are required to wear their full sport uniform. The Cheltenham Sport Uniform Policy is available in . Students who attend school in an unsatisfactory uniform will be required to

The Sports uniform is to be worn as indicated below and students may wear maroon track pants instead of shorts or black tights under their shorts.

Shorts: Maroon lightweight silky shorts with blue stripe. No stockings under tights.

Shirt: Blue shirt with maroon stripe in light weight silky fabric. Sports uniform available only from School Clothing Pool.

Swimwear: Full piece swimming costume.

Socks: Blue ankle socks.

Shoes: Properly fitted, lace up joggers with firm sole.

Hat: Navy blue peak cap with maroon "C" available from clothing pool.

The **NSW Department of Education and Communities** has issued updated **Guidelines for Specific Sports and Physical Activity**. These guidelines indicate that the footwear students wear during sport and Physical Education lessons must be appropriate sport shoes with sufficient grip and support.

Jewellery:

Students are permitted to wear sleepers or studs in their ears. Any other jewellery needs to be removed prior to participation in sport. Hair must be tied back.

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 Cheltenham Girls' High School are given information about trial dates for events and teams via the Sydney North Calendar which is outside the PDHPE staffroom. It is the responsibility of students to communicate to the Sports Organiser and to complete consent forms by the due date.

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

School sport selection policy information

Trials for all sports are advertised via Sentral. Teacher/s will select the best students for the team based on positions, skills and experience. Students are expected to attend training sessions or may be dropped from the team. Communication must be made with the coordinating teacher if a student is unable to attend training or a game.

Sport leadership

The sport leadership program at Cheltenham Girls' High School is organised in the following manner. The Sports Council is elected each year. Students who would like to nominate for House Captain are to complete the required documentation and submit it to the PDHPE staffroom by the due date. House meetings are held where nominees speak to the group, students vote and votes are counted using preferential voting.

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.

Sports Council representatives are expected to attend Principal morning teas, meetings and carnivals.

Across the curriculum

At Cheltenham Girls' High 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 Cheltenham Girls' High School we offer:

- house sport for Years 7 & 8
- dance ensemble
- equipment for students to use at lunch eg tennis balls for handball competitions

Outside of school hours

At Cheltenham Girls' High School physical activities conducted before and after school include team training for various sports, dance ensemble and fitness club.

Evaluation and review

Evaluation of sport

At Cheltenham Girls' High School the School Sport and Physical Activity program will be reviewed and evaluated biennial. An evaluation will be established at a faculty meeting in Term 4.

Cheltenham Girls' High 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 meeting will be minuted and saved in the PDHPE KLA, Faculty Organisation, Faculty meetings.

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.

Cheltenham Girls' High School will review sport policies, management and procedures when required. 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?