



St Michael's

COLLEGE

**CO-CURRICULAR
HANDBOOK
2018**

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1. Welcome

St Michael's College is grateful to have you on board our Co-curricular team and looks forward to further success in the sporting arena.

We are always looking to improve the overall quality and professionalism in every aspect of the Co-curricular Program. St Michael's has built a strong tradition in the past, and this gives us the opportunity to build on already established ground and to continue the provision of a sporting program of excellence.

We were the first College in South Australia to tackle the challenging task of having volunteers responsible for sporting teams and we have the opportunity to lead the way in a field which has the potential to develop across Adelaide.

As coaches, managers, players and supporters, you are the people who will be responsible for building success and I know we can do a fantastic job together. We are a part of a culture that will only continue to grow in stature if we engage our "Best Practice" Principles.

We, as coaches/managers of sporting teams at St Michael's College, have a responsibility to act in a manner that positively enhances the College's reputation.

The purpose of this booklet is to ensure that all participants in Co-curricular activities are provided with all the information required to deliver an enjoyable, organised and safe Co-curricular Program.

It contains contact numbers of people you may need throughout the year, as well as any information related to the sport you are looking to be involved in.

However, it is only a first point of reference and if you have any questions, please do not hesitate to contact us directly.

As the Coordinators of the program, we thank you for your valued support in providing quality Co-curricular experiences for our students and look forward to working with you.

POLICE CHECKS

Any volunteer/official working with children is required to apply for a Catholic Education Office Police Check. Application forms are available from the Administration Centre at the College and any fees incurred in processing these checks will be met by the College.

Thank you and good luck

Jordan Young
Boys Co-Curricular Coordinator

Leanne Burton
Girls Co-Curricular Coordinator

2. Contact Information

It is essential that we communicate effectively; therefore, we will have a contact "structure" in place.

If you have any questions regarding the management of the Co-Curricular program, please contact the appropriate Sports Coordinator.

Jordan Young	Jordan.Young@smc.sa.edu.au	Co-curricular Coordinator – Secondary
Leanne Burton	Leanne.Burton@smc.sa.edu.au	Co-curricular Coordinator – Secondary Girls
Henley Beach Campus	Tel: 8356 5966 Fax: 8356 1092 www.smc.sa.edu.au	Administration assistance including draws and other sporting information via the school website

PLEASE NOTE: Under the privacy act, personal information cannot be shared unless consent is given by the provider of the information.

3. Match day Responsibilities/Guidelines: Students, supporters and coaches

3.1.1 Sports Association for Adelaide Schools (SAAS)

St Michael's College competes in the SAAS and thus provides opportunities for its students to participate in a wide range of competitive sports and other activities.

3.1.2 South Australian Catholic School Girls Sport Association (SACSGSA)

St Michael's College competes in the SACSGSA and thus provides opportunities for its students to participate in a wide range of competitive sports and other activities.

The College supports the SAAS Code of Practice.

The SAAS guidelines are as follows:

Introduction

The Sports Association for Adelaide Schools (SAAS) aims to:

- provide an educational purpose and value through activities between member schools.
- provide and encourage fellowship and interaction between member schools through sport.

The key characteristics of the SAAS Competition are:

- high standards of sportsmanship
- the provision of safe and suitable sporting environments and equipment
- School staff supervision of venues
- Suitably qualified officiating
- Courteous conduct from players, coaches/managers and spectators

All involved – schools, coaches/managers/players and spectators – are responsible for ensuring that the above aims and characteristics are enacted in all SAAS competitions.

Responsibilities of Member Schools

SCHOOLS

It is the responsibility of all SAAS schools to:

- foster sound attitudes towards sport in their coaches/managers, players and spectators
- provide, when hosting matches, a safe and suitable environment for competition, including ready access to medical care, changing rooms, toilets, etc
- ensure that their coaches/managers have basic first aid training as a minimum and that all their teams are equipped with an appropriate first aid kit
- shown courtesy to visiting schools and, when visiting other schools, to respect their premises and rules
- fulfil, wherever possible, all team entry obligations (eg full teams, no forfeits, etc). Where unavoidable change is necessary, early notification to the opposing school is essential.
- ensure that they provide adequate staff supervision at all venues
- follow the SAAS Disciplinary and Reporting Procedures

COACHES/MANAGERS

It is the responsibility of coaches/managers to:

- remember at all times that the SAAS sporting competition is primarily conducted for the educational and social benefits of the students and that winning or losing are secondary to this
- encourage student leadership on and off the field and promote as wide a student participation in sport as possible
- insist on high standards of sportsmanship, courtesy, punctuality and dress
- strongly discourage public questioning of umpires' decisions and petulant displays of dissent
- intervene promptly in cases of unacceptable behaviour (by taking a player from the game or applying a similar sanction)

- intervene promptly to discourage spectators from any inappropriate language or behaviour, especially when directed towards the opposition or umpires
- ensure the grounds are left as they were found
- ensure all students have been collected before you leave
- follow the SAAS Disciplinary and Reporting Procedures
- **Always act in a manner that will enhance the reputation of the College**

PLAYERS

It is the responsibility of players to:

- exhibit high standards of sportsmanship and courtesy at all times
- accept the umpire's decision without question or dissent
- accept winning with modesty and losing with dignity
- ensure the grounds are left as they were found
- **Always act in a manner that will enhance the reputation of the College**

Specifically refrain from:

- inappropriate language (eg swearing, abuse, sledging, racist taunts or other verbal harassment etc)
- cheating or unfair tactics, including belittling or provocative behaviour designed to upset opponents
- deliberate violence to another player

SPECTATORS

It is the responsibility of spectators to:

- set an example of good sportsmanship by providing support that is constructive and positive as opposed to critical and negative
- refrain from giving advice or questioning a coach/manager, umpire or player during a match
- assume responsibility for making visiting spectators feel welcome
- respect the premises and expectations of a host school

SAAS DISCIPLINARY AND REPORTING PROCEDURES

Umpires in all SAAS competition games have the authority to send a player off the field either for a temporary or permanent period, depending on the nature of the offence and whether or not prior warnings have been heeded.

Where an umpire is not present (eg tennis) it is the responsibility of the coach/manager to intervene in cases of unacceptable behaviour (**by taking the player from the game or applying a similar sanction**).

SAAS Report Card

A player excluded by an umpire for the duration of a game (red card) is to be reported to the Headmaster/Principal of his/her school via the SAAS Report Card.

Coaches/Managers are responsible for seeing that the SAAS Report Card is completed by the relevant umpire in the event of a player being sent off for the duration of a game (red card).

Coaches/Managers are further responsible for ensuring that the completed Report Card is sent to the Sports Coordinator of the school from which the reported player comes.

The Sports Coordinator, having sighted and signed the report Card, is responsible for passing it on to the Headmaster/Principal.

The Headmaster/Principal is responsible for taking appropriate action and then communicating that action via the Report Card to the Headmaster/Principal of the opposing school and to the SAAS Sporting Administrator.

Miscellaneous

Open A teams in winter contact sports must wear numbers on their shirts.

In Australian Rules football:

- a player who utters an audible obscenity or other form of inappropriate language directed to an umpire/official/player/spectator is to be immediately sent off the field for the remainder of the quarter and the following quarter
- a player who utters an audible obscenity in frustration is to be given a warning – a 25 metre penalty will result. A subsequent offence will result in the player being sent off.

3.2 Student Training Responsibilities

It is expected that **students train at least once a week** unless prior arrangements, in writing, have been agreed upon by the Co-curricular Coordinator. The following guidelines must also be followed:

- **Students must be punctual to all training sessions.**
- **Students MUST WEAR THE COLLEGE APPROVED UNIFORM or they will not be allowed to train (refer to the College diary page 15). Refer to Sports Uniforms at www.sportscentre.com.au/products/schools/st-michaels-college**
- **Students must adhere to every aspect of the SAAS code of practice (as displayed on page 6 of this Handbook).**
- **If a student is unable to train, the coach must be notified prior to training. If the coach is not contactable, then the Co-curricular Coordinator should be notified.**
- **Appropriate consequences will result if any of the above points are not adhered to.**

3.3 Student Match Day Responsibilities

Every participant has a responsibility to ensure that we are displaying appropriate conduct in relation to match day as we are promoting St Michael's as a quality sporting school.

- **Students must be punctual to games.**
- **Students MUST WEAR THE COLLEGE APPROVED UNIFORM (refer to the College diary).**
- **Students must adhere to every aspect of the SAAS code of conduct (displayed in this Handbook).**
- **If you are unable to play, the coach must be notified prior to Match Day. *If the coach is not contactable*, then the Co-curricular Coordinator should be notified.**
- **It is not acceptable to pass on a message via another student.**
- **Appropriate consequences will result if any of the above points are not adhered to.**

Student Responsibilities

Students are responsible for their own behaviour and as such are expected to be:

- **AWARE** that we create our own future as a consequence of our actions.
- **RESPECTFUL** of others and their property.
- **STUDIOUS** and **WELL ORGANISED**.
- **CARING** of others and school resources.
- **HONEST**.
- **PUNCTUAL**.
- **WELL PRESENTED**.
- **SELF DISCIPLINED**.
- **POSITIVE** and **INVOLVED**.
- **COURTEOUS**.
- **SAFETY CONSCIOUS**.
- **MINDFUL** of enhancing the College's reputation.

Be the Best YOU can BE!

3.4 College Vs Club Affiliation – Policy Statement

Any students representing a club in any sport, at any level, must play for the College in that sport.

This policy is simple and easy for all to follow, and is a condition of enrolment at St Michael's College.

Any further discussions about this Policy may be directed to the Co-curricular Coordinators, Pastoral Director, Mr Matthew Williams, Deputy Principals, Mr John Lambert or Principal, Mr John Foley, at any stage throughout the year.

Our aim is to field our best possible teams against our strongest opponents. We also wish to acknowledge the individual circumstances of each student.

3.5 Training Cancellations

Secondary Students:

It is to be assumed, regardless of the weather forecast, that training will go ahead. If conditions are extreme, then student safety will always be the priority and the situation will be managed accordingly.

OR

If training goes ahead, sessions will be modified in response to all other prevailing weather conditions.

3.6 Match Day Cancellation Information

Do not assume matches have been cancelled as they will proceed unless notification has been given.

a. Wet Weather - Secondary

Wet weather cancellations are very rare for winter sport. The arrangements for wet weather cancellations for summer and winter are:

- Students and Parents will be contacted via email and SMS in the event of any cancellations of training sessions or matches each week. If you need confirmation please contact the school administration or Sports Coordinators.

c. Hot Weather

BLANKET CANCELLATION PROCEDURE

If, on the day prior to competition, the temperature for the day of competition is forecast at 38°C in the Advertiser the following will occur:

The SAAS Sporting Administrator in consultation with the Chair of The Executive and the Chair of Sports Coordinators will inform Principals and Sports Coordinators by email of the decision to cancel all outdoor sports.

Secondary students will then be advised of the cancellation by email and Parents will receive email and SMS notification.

3.7 Maps for Weekend Sport

Secondary Campus:

All maps for weekend sport will be emailed to all students each week. This information is the most up to date and must be used as the primary document in seeking information. **All students and coaches must have a copy of this document** as many schools play at venues away from their school grounds.

TIMETABLES AND WEEKLY MAP INFORMATION WIL ALSO BE AVAILABLE for students to download from the Intranet Sports pages, as well as the College Internet.

4. Information to Coaches

Being involved as a coach can be a very rewarding experience for one willing to volunteer for the position. Often, people feel that they must have years of experience to coach a school team but that is not always necessary. A commitment to assist in the development of students via sport is the only pre-requisite.

Harassment

At St Michael's College EVERY member of the community is valued and harassment of any kind WILL NOT be accepted.

If harassment occurs, please attempt to rectify the situation swiftly and then **report the incident to the appropriate Co-curricular Coordinator who will deal with the problem promptly.**

Parents/Guardians are encouraged to:

- a. Watch for signs of distress.
- b. Encourage their child to report all incidents
- c. Inform the Pastoral or Class Teacher if their child can't or won't report the matter.
- d. Keep a written record.
- e. Be willing to report all incidents, including those not involving their own child.

The following points are intended to help you troubleshoot some problems should they arise during the year.

- Discipline is an issue that worries a lot of parents as they may not know how to deal with other students. If any issues arise please contact the relevant Co-curricular coordinator directly so the situation can be rectified.
- **If anyone swears at any time, regardless of who it was aimed at, they are to sit out from training or on the bench on game day.**
- **If any hostility is shown toward an umpire of any sort, the player is to come off the ground immediately and be reported to the respective Co-curricular Coordinator.**
- Please ensure that all participants at training and matches are wearing the **correct uniform** as displayed at www.sportscentre.com.au/products/buy-online/schools/st-michaels-college
- **IN SUMMARY ENSURE THAT SCHOOL AND SAAS POLICIES ARE ADHERED TO. IF FOR SOME REASON THEY ARE NOT, IMMEDIATELY REPORT TO THE RESPECTIVE CO-CURRICULAR COORDINATOR SO THE ISSUE CAN BE DEALT WITH.**
- The Co-curricular Coordinator's key role is to support you – please do not hesitate to seek such support.

4.7 *Communicating with Students*

Secondary Campus:

EMAIL COMMUNICATION WILL BE USED REGULARLY. All students have ready access to their email and it is **THEIR RESPONSIBILITY TO CHECK THEM AT LEAST 3 TIMES A WEEK.**

Please ensure you get parents/caregivers contact details and ensure they have yours.

4.8 *Resource Availability*

Whilst this booklet contains useful information, the respective Co-curricular Co-ordinators will be available to answer any questions. A number of websites are listed below for further information. This handbook will also be posted on the internet for your convenience. The College web page, listed below, has additional information in the Co-curricular section, including timetables and policies.

www.smc.sa.edu.au

St Michael's College web page (follow the Co-Curricular link).

www.saas.asn.au

Sports Association for Adelaide Schools web page with information about all SAAS sport programs, fixtures, results etc.

www.dobsons.com.au/school_uniform.php

For all St Michael's Co-curricular Uniforms.

www.recsport.sa.gov.au

The Office for Recreation and Sport's web page has important information regarding all issues discussed in this booklet.

If you require any further assistance, please do not hesitate to contact either Co-curricular Coordinator.

Good luck - and thank you!

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Co-curricular Coordinator – Secondary

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Secondary Girls Co-curricular Coordinator