



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 are to access the school website @ www.smc.sa.edu.au and find the link "sports cancellations". In this section all cancelled games will be detailed clearly. This will be posted by 7.00am Saturday for Saturday sports. However, if you need confirmation please contact the school administration or Sports Coordinators.

b. *Wet Weather - Primary*

- Students are to access the school website @ www.smc.sa.edu.au and find the link "sports cancellations". In this section all cancelled games will be detailed clearly. This will be posted by 7.00am Saturday for Saturday sports. However, if you need confirmation please contact the school administration or Sports Coordinator.

Matches may be cancelled:

- By joint agreement between schools or at school on the preceding Friday and notification to students as soon as possible.
- At the venue by joint agreement between the two coaches.

c. *Hot Weather*

BLANKET CANCELLATION PROCEDURE

If, on the day prior to competition, the temperature for the day of competition is forecast at 40°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 either fax or email of the decision to cancel all outdoor sports.

Secondary students will then be advised of the cancellation by a PA announcement during Lesson 5 on Friday afternoon

**FOR INFORMATION REGARDING HOT WEATHER MANAGEMENT IN SPORT,
REFER APPENDIX 1 – "SAAS (previously ISSA) HEAT MANAGEMENT POLICY".**

3.7 Maps for Weekend Sport

Secondary Campus:

All maps for weekend sport will be scanned and emailed to all students in a PDF format by Thursday 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.

It is important that you enforce the College's policies in relation to students and their behaviour. (Please refer to Appendix 2).

4.1 Match Results and Report Procedures

All results must be summarised and entered in to the weekly results sheet (appendix 3) and then emailed to star.articles@smc.sa.edu.au by Tuesday 11am. Please make sure you stick to this process and take the time to fill in the form so the editors of the STAR magazine can enter information without unnecessary confusion.

4.2 Injury Management and School Ambulance Cover

Student safety is the most important priority when dealing with injury management. When thinking about how to manage injury, think about what the most protective parent would expect of you. Please use common sense when it comes to the issue of injury management and please don't be afraid to ask for any resources.

Some extremely helpful tips have been placed in the appendix that we encourage you to familiarise yourself with to ensure we are caring for the athletes and their needs.

First Aid kits will be supplied for all teams, coaches/managers at the start of the school sport season and need to be returned at the end of the term/season. Please inform the relevant Sports Coordinator if any items need replacing.

If in the opinion of the coach/parent/manager an Ambulance is required, please call immediately. The school has Ambulance cover for students involved in school events, including school sport.

4.3 First Aid

Each team will be issued a match day bag and in this will have a first aid kit scorecards, flags etc. This kit can be used to treat minor cuts and grazes and if a more serious issue occurs, PLEASE USE YOUR COMMON SENSE AND CALL AN AMBULANCE. The safety and care of our students and the opposition is our number one priority and if there is any doubt, please do not take any chances.

A first aid officer will always be on site for Saturday fixtures @ St Michael's and in the case of injury, please seek the medical officer immediately. This person will be situated in ROOM 46 for all Saturday's @ SMC and contact details will be issued when available.

4.4 Police Checks

All coaches must complete the Catholic Archdiocese Police Check form prior to commencing work at the College. I understand how difficult it can be to get these things done but they are a vital part of our best practise principles. You must come in to the Henley Campus Administration office and speak with one of our Police Check delegates and complete the form. Please make sure you bring either your birth certificate (original not a photocopy) or passport AND your driver's license.

Police Check Delegates: Debra Lapsley & Anne-Marie Wesley

4.5 *Duty of Care*

Duty of Care requires schools, teachers and volunteers to take all reasonable steps to ensure the safety and welfare of the students from both known and reasonably foreseeable risks of harm and/or injury

“Duty of Care” has been amongst requirements for schools and community recreation centres for years now and the guidelines are becoming more succinct. It is an expectation that you are aware of and understand what is meant by the term “to exercise an acceptable level of care”. To assist with the understanding of this issue we have placed a resource in the Appendix to help you understand the term better. Once again if you have any questions on the issue please contact the Co-curricular Coordinators.

4.6 *Coaching Accreditation*

It is important to highlight our intention of having coaches from beyond the staff of St Michael’s. As mentioned earlier, often people are afraid to assist because they don’t think they are capable, or more importantly, experienced enough to take on the position. We realise that there will be a lot of people in the community without experience or knowledge. However, we are here to assist such volunteers. St Michael’s is committed to funding coaching accreditation courses for those who feel they either need it to begin coaching or for those who wish to improve their coaching skills. All costs will be met by the College as we feel it to be very important to the longevity of the program and more importantly the development of the students’ skills. These courses are run by a variety of Government bodies and are recognised in almost all sporting clubs.

Umpire/Referee Accreditation

Most officiating umpires appointed by St Michael’s have a level of Accreditation which qualifies them to umpire their respective sports.

Where this is not the case, umpires will be encouraged and supported in undertaking Accreditation courses.

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!

Jordan Young

Co-curricular Coordinator – Secondary

Leanne Burton

Secondary Girls Co-curricular Coordinator

APPENDICES

Appendix 1: Heat Management

SAAS HEAT MANAGEMENT POLICY

RATIONALE

These guidelines are provided for member schools in order to meet the following objectives in relation to extreme weather conditions particularly in the case of hot weather, but also in other circumstances such as severe storms, electrical storms or extremely cold conditions.

1. To provide guidelines for members so that their duty of care responsibilities are acknowledged and addressed and to ensure that the Association has acted responsibly in these circumstances.
2. To establish structures and procedures to assist members in making decisions efficiently.
3. To establish consistency of practice.

HOT WEATHER BLANKET CANCELLATION PROCEDURES (other than for water based sports)

For Saturday sport and weekday sport

If the temperature for the forthcoming SATURDAY is forecast at 38C in the Friday's Advertiser all SAAS sport primary and secondary, with the possible exception of first XI cricket, will be cancelled.

If the forecast temperature is less than 38 degrees but conditions are considered as extreme, the SAAS Executive Officer in consultation with The Chair of Executive and Coordinators will inform both Coordinators and Principals of schools by either/or fax/ email if sport is to be cancelled.

This should occur as soon as possible on Thursday morning prior to the Saturday's games. Coordinators will then be expected to communicate with students/coaches/parents in informing them of the situation. First XI cricket may be cancelled on an assessment of local conditions when either one or both Director of Sport (or other senior school members of staff) decides that the match should be cancelled. Playing conditions will be varied in hot weather to allow for extra drinks breaks and variations to playing time. When making a decision SACA guidelines for afternoon cricket should be taken into consideration.

For mid week Primary sport

If the maximum temperature in the Advertiser on Friday morning is forecast to be 35 degrees or more all games are to be cancelled for Friday afternoon.

OTHER CANCELLATIONS DUE TO HOT WEATHER

A school may elect to cancel fixtures where the forecast temperatures are lower levels than those stated above where local conditions are more severe and poses an increased risk for student participations.

CANCELLATIONS DUE TO OTHER WEATHER CONDITIONS

The SAAS Executive Officer in consultation with the Chair of the Executive may issue a blanket cancellation where weather conditions across the metropolitan area are considered to be so extreme as to warrant such a cancellation.

It is recognised that extreme weather conditions (hail, lightning, rain etc) could impact upon proceeding with games.

Fixtures may be cancelled by either participating school if deemed necessary

Lightning/Thunderstorms

Due to the inability to accurately forecast electrical storms and the likelihood of very localised weather patterns it is not possible or practical to create a policy that can be applied to all venues on any particular day. However the following guidelines should be considered and followed;

Guidelines

- If the weather forecast is for possible thunderstorms/lightning remain vigilant for approaching storms and. /or changing or rapidly deteriorating conditions.
- If you see lightning apply the "30 – 30 Rule" Count the time from seeing lightning to when accompanying thunder clap is heard. , if less than 30 seconds (storm is less than 10 kms away) go immediately to a safer place. Wait 30 minutes after the last thunder clap before continuing play in an open area.
- Hearing thunder means that lightning is likely to be within striking range.
- In the event of thunderstorm/lightning where player/officials/spectator welfare is deemed unsafe by either team coach (or referee) play should be suspended.
- If conditions improve – remember the 30 – 30 rule and wait 30 minutes, games may recommence. This may require some modification to duration of game.

Heavy rain/Hail/Wind Gusts

Heavy rain or hail is unlikely to present as a significant personal injury risk to participants. However, heavy rain or hail may leave a playing surface dangerous and therefore unplayable!

As is the case with lightning/thunderstorms it is not possible to have in place a policy that can be applied to all venues on a particular day. The following guidelines should be followed:

Recommendations and Guidelines

- In the event of heavy rain or hail, if the conditions such as the safety of the playing surface or player welfare are deemed unsafe by either team coach (or referee) then play should initially be suspended.
- If the conditions improve i.e. rain stops or eases to what is considered a safe level by coaches/referees and the playing surface can be cleared or has drained sufficiently to enable play to re-commence, games should then be completed.
- This may also require a modification of existing ruled regarding the durations of the game.

SAAS HEAT MANAGEMENT POLICY GUIDELINES

The Sports Medicine Australia Hot Weather Guidelines may be helpful to schools when making decisions to cancel sporting fixtures based on local conditions.

Endorsed by SAAS Executive Committee November 2012

Appendix 2: Weekly Results Sheet

As a St Michaels's College coach, we ask you to email the details listed below to Your Co-ordinator (Jordan or Leanne) by no later than Monday 12 noon. Below are examples of how the result should be written.

Tennis

SMC 2 v SPSC 5; Doubles: J Pett/D Mrdjenovic 6-2, L Clarke/P Hellmanns 3-6, S Perotta/F Campenella 2-6; Singles: J Pett 6-4, D Mrdjenovic 6-3, L Clarke 4-6, P Hellmanns 6-3, S Perotta 2-6, F Campenella 1-6.

Volleyball

SMC 2;58 v SHC 1;24; Best Players: S Winter and P Lang.

Soccer

SMC 8 v RC 3; Best Players: M Bordan and P Pattro; Goal Scorers: M Bordan 5, M Dominics 2, D DaSilva 1

Coaches Report:

Behavioural Matters:

Absentees: Please state reason (if any):

Injuries:

Other details or problems eg. non-compliance with uniform:

Appendix 4: Injury Management Tips

Dr. Robert E. Morris, Director of Paediatrics, Orthopaedic Hospital, Los Angeles, offers these practical suggestions based on 20 years' experience in the field.

November 14, 2000

1. Use common sense!

Do not allow anyone involved in the match to force a child to continue playing after an injury in a game. The short-term gain of a victory will never be worth the possible long-term disability that continuing play could cause. In most cases, if you are sitting in the stands and become aware of an injury, it is serious enough to be evaluated.

2. Listen to the students

If a child doesn't want to play a particular sport, don't force him/her to play. Some parents feel that sports participation is necessary for a boy to be a man. Other fathers unconsciously wish to live vicariously through their child's athletic pursuits. Some children are gifted athletes, some gifted students, others gifted artists. Although practice can improve any of these areas, a child who "hates" a sport is unlikely to enjoy practice. The risk of injury is also increased for children who would rather be doing something else. There is "no way out" except injury. Communicate constantly with your child to learn what activities "really turn them on" and then help them to succeed at it.

3. In warm climates, be sure your school/league and its coaches understand heat-induced illness.

Athletes must be brought water and told to drink regularly (every 20-30 minutes) in warm weather. Depending on thirst, to cue drinking won't work and can lead to serious dehydration. Don't allow anyone to give your child salt tablets! Sports drinks especially formulated with appropriate concentrations of sugar and minerals should always be available, especially in hot weather.

4. Insist on appropriate ways to stretch muscles and tendons before beginning workouts and games.

5. If your child becomes injured, get him/her out of the game

Be sure to see a physician who understands sports injuries or a practitioner who has expertise in this area. Injuries sustained by teenage athletes can cause very early onset of adult arthritis and other disabilities even before age 30.

Appropriate treatment and rehabilitation of injuries helps prevent future problems and improves today's performance.

6. Encourage your team to have an adequate diet

Eating lots of carbohydrates (potato, pasta, rice, and bread) the night before a game or meet helps fill muscles with glycogen, the energy chemical needed by muscles. Many young athletes fail to eat the day before and the morning of athletic games-- Large, high-protein meals [steak] just before a game should be avoided because they slow the emptying of the stomach and impede digestion.

7. Be sure the school's equipment is in good shape

If there are any problems simply contact the Co-curricular Coordinator.

8. Be alert

Observe what is happening, talk to the coach or school if you see unsafe things occur.

9. If your child is knocked out or "sees stars" after being hit in a game, be sure there is no more contact allowed until a knowledgeable physician allows a return to play.

Repeated "minor" head injuries can cause susceptibility to sudden, severe, and sometimes fatal brain swelling.

5. Appendix 5: Duty of Care

1. Introduction

Schools, teachers and volunteers owe a duty to take reasonable care for the safety and welfare of all students in the school. The duty of care exists when the teacher or volunteer /student relationship is established.

The duty requires schools, volunteers and teachers to take all reasonable steps to ensure the safety and welfare of the students from both known and reasonably foreseeable risks of harm and/or injury.

When organising activities for the students to participate in, the teacher needs to balance the risk involved in the activity with what the students will learn from undertaking the activity in order to fulfil their duty of care obligations.

2. Duty of Care

The term 'duty of care' is a legal concept that defines the duty a person has to use reasonable care towards others in order to protect them from known or reasonably foreseeable risk of harm and/or injury. The notion of duty of care is one that is contained in most school policies and procedures.

The school is under a duty to take reasonable care to ensure that it employs competent teachers/volunteers and provides safe premises. The school will be vicariously liable for the actions of the teachers/volunteers whilst they are acting in the course and scope of their duties as an employee or volunteer of the school.

3. Reasonable Care

The concept of 'duty of care' is based on reasonable care. What is considered reasonable care will vary depending on all the circumstances.

Listed below are some factors to consider when assessing the 'reasonableness' of the level of care required to a particular student. This list is only a sample of the factors to consider and should not be thought of as a finite list. Each school will need to develop their own list of factors to consider when assessing what is reasonable.

- Student's age, experience and capabilities:
 - the level of care will generally be greater the younger the student.
- Physical and intellectual impairment:
 - a student with a disability is generally at greater risk of injury than a student without a disability. This could be due to a physical inability to complete the activity without difficulty or an intellectual inability to appreciate the risks involved.
- Medical condition:
 - particular medical conditions including conditions such as asthma and epilepsy require special attention to ensure that they are not exposed to a greater risk of injury.
- Behavioural characteristics:
 - if a student is known to behave inappropriately then the level of care increases.
- Nature of the activity and the environment in which the activity is held:
 - School activities with a higher level of risk and held in hazardous environments require a higher level of care.
- School policy and procedures:
 - following the school's normal practices within the various policies and procedures will ensure that the teacher is adhering to all the steps required.

- Assessing the level of risk involved in any individual activity:
 - probability of the risk occurring;
 - magnitude of the risk;
 - expense, difficulty and inconvenience involved in alleviating the risk.

While duty of care responsibilities may impose onerous obligations on schools, teachers and volunteers, these obligations should not discourage the school from instigating co-curricular activities. What is required is an approach that assesses the risks by reference to all relevant factors and, assuming the risks are not so great as to rule out the activity, to impose appropriate controls and safeguards.

It is important to understand that what is 'reasonable' will vary from circumstance to circumstance. For example, taking a primary school class on a beach excursion is completely different to taking members of a high school swimming team on a beach excursion. What will be reasonable supervision for one will be wholly inadequate for the other. If in doubt, please contact the Co-curricular Coordinator.

Generally, non-teaching staff, volunteers (eg. parents) and/or external providers must take reasonable care to avoid doing things that could reasonably be foreseen as causing harm and/or injury to others (including students).

Non-teaching staff, volunteers (eg. parents) and/or external providers are not generally personally responsible for students and do not have the same duty of personal care to students as do teachers.

However, in certain situations and under certain conditions schools may delegate their duty of care to non-teaching staff, volunteers (eg. parents) and/or external providers in which case they will then owe the same level of care to students as a teacher.

Before the school and/or the teacher delegate the duty of care responsibility to non-teaching staff, volunteers (eg. parents) and/or external providers, it is necessary for the school and/or the teacher to ensure the following are satisfied, as a failure to do so could result in a breach of the school and/or the teacher's duty of care to the student:

- **That the non-teaching staff, volunteers (eg. parents) and/or external providers are suitable for the task being delegated.**
- **That the non-teaching staff, volunteers (eg. parents) and/or external providers involved are covered by either the school's insurance or have in place their own adequate insurance cover.**
- **That the non-teaching staff, volunteers (eg. parents) and/or external providers agree to assume this personal duty of care for the students.**
- **That the teacher or Co-curricular Coordinator has provided the non-teaching staff, volunteers (eg. parents) and/or external providers with clear instructions as to the level of care required.**

It is recommended that these instructions for caring for students, the level of care required and the acceptance of this responsibility be recorded in writing and signed by the non-teaching staff, volunteers (eg. parents) and/or external providers.

It is recommended that all schools familiarise themselves with the *Volunteers (Protection from Liability) Act 2002*, this is available on www.slp.wa.gov.au