



Essendon Keilor College

Sport Policy

Purpose

Extra-curricular sporting activities at Essendon Keilor College enable students to develop and excel in (individual and team) sporting pursuits. Sporting events also aid in building positive relationships between students and students with staff across the individual campuses and at a whole college level.

Principals and teachers must ensure that the Department's specific requirements and guidelines are met and that: Relevant references and sporting associations are referred to so that the correct safety precautions are followed. Standard precautions and safety measures are taken to minimise any potential risk to students/staff.

All items of equipment are safe, regularly inspected, repaired and maintained.

Teachers have the recommended qualifications and/or experience in sport education, and supervising and teaching. Hazards and risks are identified and controlled following risk management processes.

Scope

This Policy applies to students in all year levels and staff responsible for the sporting program

Process for seeking approval:

1. At the end of the year the College Sports Leader to coordinate a meeting with the other Campus Sports Leaders to decide on which inter-school sports to enter. This list of sports to be entered for the following year must be submitted to the College Principal for approval
2. At the end of the year the College Sports Leader to coordinate a meeting with the other Campus Sports Leaders to decide on the intra-school sports program for the following year. This list of sports and dates for the following year must be submitted to the College Principal for approval.
3. The College Sports Leader at the beginning of the school year to submit an Excursion/Incursion proposal to the Principal Team for all sporting events, College Athletics and College Swimming Carnivals. Once approval has been granted the Excursion/Incursion Application Form must be entered onto Compass as an Event by the relevant Office Manager(s).
4. It is the responsibility of the College Sports Leader to attend all the Moonee Valley District sports meetings across the year to ensure the College is up to date with all policies and procedures and that communication is consistent.

Process for Sport Team preparation:

1. All Campus Sport Leaders and the College Sport Leader to meet at the start of the year to discuss upcoming sports. After meeting, the College Sport/Engagement Leader will email all staff asking for sports coach nominations. Once coaches have been selected the College Sports Leader will provide documentation of staff names to Principal class for approval (sports coaches need to commit to at least two training sessions). College Sport Leader will also email the Moonee Valley District Sport Coordinator confirming which teams the College will be submitting that term.
2. Campus Sport Leaders will publish an annual list of sports for students at the beginning of the year. Students will be able to apply to participate in a sport of their choice at the beginning of the Term.
3. At the commencement of the year (or no later than two weeks prior to each sporting event – if location is not known in advance) the College Sports Leader will book and coordinate the buses for each event.
4. Students in Years 7-12 will only be able to participate in a sporting event if they have achieved a minimum of GPA 2.5, 2 weeks prior to the sporting event occurring.

Process for permission forms:

1. At the beginning of each term, the Campus Sport Leaders, in liaison with sport coaches will coordinate student "sign ups" for upcoming sports and record names on the designated School Sports Victoria Form.
2. Campus Sport Leaders, in liaison with the sports coaches will plan training/trial dates (a minimum of two sessions) for teams to occur at least two weeks prior to the planned event. Sports Coaches will run these sessions with students.

Process for player selection:

1. Prior to training/trial sessions Campus Sport Leaders must email complete Schools Sports Victoria Forms to the relevant Year Level Co-ordinator for approval.
2. If a sports team involves multi-campus players, sport coaches, in liaison with Campus Sport Leaders and the College Sport Leader, will discuss prior to the training/trial session how many students from each campus will be eligible to play in each team.
3. Students who do not return their permission forms prior to the designated return date will not be eligible to play.
4. Once team selections have been made sport coaches must update the School Sports Victoria Form and provide one copy to the Campus Office Manager and one copy to the College Sports Leader. College Sports Leader will submit the final copy of the School Sports Victoria Form to the Regional Sports Coordinator on the day of the event.
5. Campus Sports Leaders, if needed, have the authority to cancel teams or individual students place in them if the policy is not adhered to.

Process for sport event:

1. On the day of the sporting event, the sports coach must mark the Compass event roll and final list of present and attending students prior to departure.
2. All student permission forms must be taken with the team along with a full first aid kit (including Epipen/s where necessary).
3. Campus Sports Leader will arrange prior to the sporting event team uniforms and equipment for each team of which the sport coaches will be in charge of distributing and collecting. Students must arrive at school in their full sports uniform and sport shoes and remain in their team uniform for the duration of the event. If students are returning to classes they must bring their full school uniform to change back into after the event.
4. It is the responsibility of the sports coach to ensure they have an adequate first aid (including Epipen/s where necessary) with them at all times during the event.
5. At the conclusion of the sporting event permission forms must be returned to the Campus Office Manager and the uniforms/equipment to the Campus Sports Leader. It is the responsibility of the Sports Coaches to ensure they liaise with the Campus Sports Leader in organising uniforms to be washed and returned.

College Swimming and Athletics Carnival

1. The College Sports Leader must provide to Principal class a staff roster schedule for the day at least one week prior to the event for approval.
2. The College Swimming Carnival is a compulsory event for Years 7-9 and for competing students only at Years 10-12. The College Athletics Carnival is a compulsory event for all students College wide.
3. All permission forms for the College Swimming and Athletics Carnivals must be returned at least one week prior to the event.

REVIEW CYCLE This policy was ratified by college council on June 3rd 2021 and is scheduled for review in February 2023