All timetabled teaching staff will have commitment to Wednesday sport. PE teachers will provide training regarding warm-up activities as required.

Sport runs on a Wednesday for 80 minutes for all students in Years 7-11. Year 12 students will have the option of participating in sport or study. Year 12 students are required to make a selection of sport or study and then stick to this selection for the remainder of the term.

**SPORT SELECTION PROCESS:**

- All students are given a wide range of sports from which to choose. When a particular sport can only accommodate a limited number, preference is given to more senior students.
- Prior to selection, sports are advertised around the school with selections made during a period in which the Sports Organiser is available.
- Each sport selection will run for approximately one term.
- Once a student chooses a sport, they may only change under exceptional circumstances and only with the Sports Organiser’s permission. A note will be provided to the student to hand to the teacher to inform them of this change.
- Year 7 complete year sport for the first term.
- Once sport selection has occurred, choices are displayed outside the PE staffroom and a copy is included in each sport’s roll.

**SPORTS ROLLS & PROCEDURES**

- Rolls are to be collected from and returned to the staff common room. Sports equipment also needs to be collected and returned to the PE sports room immediately prior and following sport.
- Each sports roll has the following inclusions – a list of students at that sport, a list of all students sport choices, a copy of this policy, spare uniform notes, a pen and a copy of the daily absentee sheet.
- **All rolls for first session will be marked at school.** Teachers of sport are required to complete the rear of the absentee sheet after checking the daily absentee sheet, and return it to the Deputy’s pigeon hole at the end of the day. This lets the Sports Organiser and Head Teachers on duty know whether students may be absenting themselves from sport without permission. Second session rolls will be taken by the teachers to their sport, checked, absentee sheet completed and returned at the end of the day to the Deputy’s pigeon hole.
- **Sport rolls should be marked as shown below** to allow the Sports Organiser/HT PDHPE/DP to check absenteeism quickly and effectively. Teachers will need to cross-check those marked absent with the absentee list.

<table>
<thead>
<tr>
<th>When student is:</th>
<th>Mark roll with:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent from sport</td>
<td>a</td>
</tr>
<tr>
<td>Present at sport</td>
<td>✓</td>
</tr>
<tr>
<td>At sport detention</td>
<td>det</td>
</tr>
<tr>
<td>Sick and at sport</td>
<td>s</td>
</tr>
<tr>
<td>Missing uniform</td>
<td>u-det</td>
</tr>
</tbody>
</table>

*Note: The “at sport detention” mark should be filled in during the previous week when the student is referred to sport detention for the following week.*

- **When moving students from school to a venue, teachers are to walk with and actively supervise students** – especially across roads and other potentially dangerous places.
- **Students are not to leave sport before the completion of the school day (i.e. 3:20pm).** Students returning to school to catch buses before 3.20pm will be supervised in the school grounds by their sport teacher/s until the bell rings at the end of the day.
Canowindra High School Sports Policy

- Any students leaving to go home from the sports venue (off school grounds) will be supervised at the venue by a teacher designated on the sport teacher roster until 3.25pm.

SPORTS DETENTION GUIDELINES

- **Students sent to sports detention during sport must be accompanied by a teacher or a responsible student.** If sent, it must be for one of the following infringements:
  - Dangerous/unsafe behaviour
  - Consistently non-compliant behaviour
  - Out of uniform (sent at the start of sport).

  **If a student refuses to comply, the supervising teacher should call the school to have an executive attend the sport.** The phone will be with the person who has been allocated the first aid kit as highlighted on the staff roster.

- Students should not be sent to Sports Detention for any of the following reasons - no hat, late (within reason), sickness (send to Sick Bay), or non-Participation with Note from Parents (student stays at Sport and watches or helps with scoring activities etc).
  
  **Note:** if students practise the above consistently, then the supervising teacher should deal with this, as they would their regular classrooms. This may mean a diary note home to parents or detention the next day or a community service.

- When a teacher places a student on sport’s detention, the teacher will fill in the sport’s detention role in the folder located above the sports rolls in the Staff Common Room. The following details are to be completed – Date of detention given, Student Name, Sport, Teacher, Reason. This enables the Sports Organiser/HT PDHPE to track students who are avoiding sport or constantly misbehaving at sport.

- Students who receive two sport detentions in a row will also receive a half lunch detention to be completed as arranged by the Sports Organiser/Other designated teacher.

- The teacher allocated sport’s detention is to pick up the relevant sheet from the Sport’s detention folder before end of lunch and proceed to I3 when the end of lunch bell goes. A box labelled Sports Detention with relevant equipment will be located in the room for use.

- Students at sport detention are to copy the “Alternative Work Programme” sheet as provided with the sport’s detention book. If a student fails to complete detention satisfactorily, then they will return the following week to re-attempt the detention. If a student fails to complete the detention satisfactorily then, they will be referred to HT PDHPE/DP.

GUIDELINES FOR WARM UP/COOL DOWN

This is a recommended activity, but if you walk your students quickly to a venue and they are puffing lightly, then that could count as a warm up. Just add some simple light stretching.

Once again, the Sports Organiser will provide an in-service for any staff who would like some additional training in this.

STAFF ALLOCATIONS FOR SPORT

Where possible, teachers with experience or expertise in a particular sport will be assigned.

For duty of care, please check sporting surfaces and ensure that they are free of unsafe debris. If teachers note that venues are consistently unsafe in terms of their surface or rubbish, please report this to the Sports Organiser or HT PDHPE and they will contact the appropriate body about this.

Teachers are asked to recommend hats, drink bottles and sunscreen, especially during Terms 1 & 4. Note though, that these are not compulsory and therefore can only be encouraged by the school.
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WET WEATHER/EXTREME WEATHER ALLOCATIONS

In the event of wet weather (determined by Sports Organiser in partnership with DP) students will repeat any period/s from earlier in the day as determined by the timetable coordinator. The pattern of periods repeated will be determined by the best match on the timetable and updated in line with the new timetable. Staff allocated to sport but not repeating periods, may have an in-lieu of period as required.

GUIDELINES FOR SPORT

- Ensure courts and playing fields are free from interference.
- Students to wear appropriate clothing, particularly shoes. Students not in uniform will be sent to sport detention.
- Where a sport requires it (i.e. cricket, football, hockey), protective gear must be worn.
- Students should be given drink breaks to ensure they remain appropriately hydrated.
- For off-site venues (e.g. Sports Trust Oval) a First Aid kit is needed and will be allocated to a specific staff member. This person’s name will be highlighted on the Sports Roster. They are responsible for picking up and returning the First Aid Kit that sport day.

SPECTATORS AT REPRESENTATIVE SPORTS/ACTIVITIES

When teams from Canowindra High School reach the third round of a competition, students from the same year group as the participants will be permitted to watch home games. Permission to spectate will not be given if there is a pre-scheduled assessment task or if the weather (i.e. inclement) does not permit. Students who are in isolation or have been suspended will not attend as per the school’s behaviour management guidelines.

David Lloyd

Updated 23 May 2012