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| **willow logo**  **WILLOW ACADEMY**  **POLICY/PROCEDURE** | |
| **Controlled Document Number** | **WA0002** |
| **Document Title** | **Sports Policy** |
| **Approved by** | **School Management Team** |
| **Date Approved** | **1 February 2016** |
| **Date last amended** | **13 NOVEMBER 2018** |
| **Date for next review** | **1 June 2019** |
| **Related policies** | **Learner Code of Conduct**  **Disciplinary Procedure** |

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|  | **Sports Policy** |
|  | **Preamble / Background** |
|  | **Purpose** |
|  | To provide sporting codes that will make an impact not only on our learners’ physical abilities, but in the improvement of their technical thought-processing, self-confidence, life skills & interaction within a group dynamic, while having fun. |
|  | **Scope**  The policy outlined in this document is intended to govern the implementation of all sporting codes and age groups at Willow Academy. |
|  | **Definitions & Terms** |
|  | SMT – Senior Management Team  Appointed Adult  Code Convenor  Coach  Sports Co-ordinator  Academic Staff  SAIDS |
|  | **Policy content and guidelines** |
| **6.1** | **Compulsory Sport**   * **Very Important:**  Participation in the Sport program in all grades contributes towards the Physical Education component of the Life Skills/Life Orientation Curriculum. * All Grade 2 - 12 learners are expected to participate in playing sport 3 times per week, which could include 1 match each week. * Grade 1 will only practice twice per week with no formal league. * All learners are expected to play sport during both winter & summer terms. * No learner is permitted to end participation in school sport unless permission to do so has been granted by the Sports Co-ordinator or Principal. * Matriculants may request to be released in their 3rd term, whilst writing exams. * Only Gr. 4 – 12 active members of the High Performance Swimming team are allowed to be excluded from afternoon sport. * Learners will not be allowed to play “club sport” without participating in “school sport”. * Informal agreement - For the 2019/2020 season, Gr 11 & Gr 12 girls are allowed to play netball at Brylin on Thursday afternoons during the winter season only. This should not interfere with their sport at Willow Academy. If there is interference, the Sport Co-ordinator / The Principal have the right to end the agreement.   Each learner must participate in one winter and one summer sporting code.  The following   * Hockey (Winter) * Soccer (Winter) * Athletics(Summer & Winter) * Cross Country (Summer & Winter) * Tennis (Summer) * Cricket (Summer) * Volleyball (Summer & Winter)   Other optional (paying) codes are also provided:   * Swimming (out-sourced) * Taekwon-do (out-sourced to Lorraine Dojan in Macon Street in the evenings) * Chess * Ballroom for High school learners only |
| **6.2** | **Attendance**   * If a student is absent from school on a Friday, he/she may still participate in school sport during a weekend fixture provided that he/she attended the last practice session and provides a medical certificate for the absent Friday. * If a student is absent the day before a mid-week fixture, he/she may still play that fixture provided he/she attends school on the day of the match and attended the last practice session. * The Sport Co-ordinator must request permission from the Principal for leaving early from school for a fixture. * Teams travelling outside the borders of Port Elizabeth must inform the principal in writing 1 week prior to the fixture. * Teams travelling should not miss school unless permission has been given by the Principal. * No tests, assessment or exams must be missed as a result of sporting fixtures, unless it has been cleared with the Principal. * If permission is given for the above, the coach of that team should inform the teachers of those learners and put up a list of the learners involved in the staff room. * No student may take off the first lesson of the day if his/her sporting activity continued late into the evening of the previous day. * No student may miss a practice session or match without advanced permission from his/her coach. In exceptional circumstances, permission can be requested via a letter from the parents. * Derby days, Inter-house sport events and other sporting events deemed compulsory as per the SMT, are normal school days and are compulsory to attend by all learners. Only a medical certificate or proof of death in the family will be an excuse of absence. * Absence from a sport practice and/or match without a medical certificate will result in a sports detention which is an hour of community service on a Friday afternoon after school**.** * ***Punctuality is expected at all times*** |
| **6.3** | **Team Sport**  Willow places a strong emphasis on team sports because:   * It stimulates the brain’s technical thought process * It creates opportunities for synergy in a team * It teaches learners to work together * It develops leadership skills * It enhances character traits such as selflessness and resilience * It creates camaraderie * It teaches independence & co-operation |
| **6.4** | **Transport**   * Willow Academy makes use of outsourced transport to transport learners to and from matches and practices if necessary. * Approved transport providers should be hired and booked by the secretary of the school only. * The coach, manager or an appointed adult should at all times accompany a team when making use of the transport. * In the case of learners making use of hired transport to and from home, that student or the parent of the student, should arrange that he/she be transported back home when his/her practice session or match has finished and not before. * Fixtures/matches outside of Port Elizabeth or the Nelson Mandela Bay Metro, will be funded by that team’s parents. |
| **6.5** | **Coaches & Staff involvement**   * Every Willow team shall have its own coach who will either be a member of the academic staff, a student specifically chosen for his/her ability to coach that sport or an outsourced coach appointed by the Sport Co-ordinator. * All coaches will be monitored by the Sports committee which consists of the Sports Co-ordinators and the different code convenors. * No team will leave the school and/or play a match if it is not accompanied by its coach or manager, unless authorised by the Sports Co-ordinator. |
| **6.6** | **Outsourced coaches/Student coaches**   * The Sports department makes use of outsourced coaches and/or student coaches to help with coaching. * These staff members are remunerated for their time and skill during the school terms. Payment is calculated per hour as determined by the individual sport federations for practices as well as for matches. |
| **6.7** | **Dress**   * Regulations dress is required for all sports. If a student is not dressed according to regulation, he/she will receive a default or detention depending on their phase. No learner will be allowed to participate in an official match without wearing the proper match attire. Regulation sport dress: * For physical education – Red Willow T-shirt, Navy-blue Willow shorts or skorts with white takkies (Phys Ed uniform) * For sport training after school – Phys Ed uniform. * For official league matches – Willow Match uniform * The Willow Academy tracksuit is part of the school uniform and should be purchased as part of the school uniform. * When attending any official sport fixture or extra-mural event where the school is involved, all supporting learners have to be dressed in the appropriate formal school uniform. |
| **6.8** | **Weather Policy**   * In the event of inclement weather, the coach in charge of the sport code must consult with the Sports Co-ordinator to cancel the practice or match of that day. * Only the Sport Co-ordinator or the Principal may cancel sport. * If the fields or grounds are water logged and not suitable for use due to intermittent showers or if the weather forecast predicts excessive rain for the rest of the afternoon, the Sport Co-ordinator may cancel the afternoon’s activities. * The sports co-ordinator will inform the secretaries, learners and parents by 12:30 pm (via D6 Communicator & Parent Whatsapp group chat) regarding cancellations of matches or practices. * No activity should merely be cancelled due to excessive heat. Preventative measure should be taken to avoid excessive exhaustion and dehydration, like wearing caps/hats, sunscreen and the regular intake of water and periods of rest in shaded areas. * In the event of extreme temperatures and humidity (33 degrees Celsius or above, depending on Humidity level), practices should be cancelled. |
| **6.9** | **Communication**   * Willow Academy Communication Policy applies. * It is the sport department’s aim to make communication between the sports office, parents, learners and coaches, as smooth and open as possible. Communication between parents and the office will be done via the D6 Communicator and/or parent whatsapp groups. * Written letters are phased out and are no longer used. It is expected that parents download the D6 Application to their cell phones and/or PC’s and laptops. * Fixture lists and sport timetables will be placed on all relevant notice boards at school as well as published on the D6 Communicator. All changes to fixtures or practices will be published on the D6 Communicator via an alert and/or distributed via the parent whatsapp chat groups. * No practices or matches are cancelled or postponed without the prior approval from the Sports Co-ordinator. * The Sports Co-ordinator must approve all sport notices prior to it being distributed. * Sports related letters coming from home must be handed to the Sport Co-ordinator or convenor of that code before first break. This will be noted on the attendance register. * All queries related to sport should be handed to the convenor of that code who will in turn discuss it with the sport co-ordinator, if necessary. * Coaches are required to forward all match results and achievements at the end of every Thursday to the sports co-ordinator via Whatsapp or e-mail. |
| **6.10** | 1. **Disciplinary Committee**   The Disciplinary Committee consists of:   * The Disciplinary Head of Willow Academy (High School) * The Disciplinary Head of Willow Academy (Intermediate Phase) * The Sports Co-ordinator and the Head of Sport |
| **6.11** | **Disciplinary Procedure**   * All Willow Academy learners are expected to abide by the Learner’s Code of Conduct when participating in any school sporting activity. * Learners will receive a sports default if they do not abide by die Code of Conduct and will be disciplined as follows:   + 3 Sports defaults – Parents will be contacted   + 6 Sports defaults – Sport Detention in the form of 6 hours of community service.   + 9 Sports defaults – Suspension from the team for a period of time – Parents will be called in for a meeting.   + In the case of a High Performance team member, the learner will be demoted from the HP Team until the Sports Co-ordinator and/or the Principal is satisfied with his/her behaviour. * Sport defaults will be noted in detail in the attendance register book of the particular sporting code, by the relevant coach and/or manager involved and signed off by the Sports Co-ordinator and/or Principal and/or Head of Discipline. * Disciplinary issues relating to sport will be dealt with by the Sports Co-ordinator in conjunction with the Head of Discipline/Principal and the relevant coach. |
| **6.12** | **Selection of Teams**   * Ideally, trials should be held for every code at the beginning of the winter & summer seasons to determine that code’s A team * The A-team team must be selected on merit and should be the strongest team. After selecting the A team, B and C teams should be relatively equal in strength and players should be rotated to allow all learners equal participation in matches and tournaments. * The rotation system is to firstly allow equal participation before winning a match. Secondly, the rotation system should aim at development and improvement of skills, of learners/athletes. * Learners should all participate in their age category, unless the learner is of an exceptional skill level as to perform in an age category older than he/she is. This decision will be made in consultation with the head coach and Sports Co-ordinator. |
| **6.13** | **Captaincy Policy**   * To teach skills of leadership to our young learners, is a critical part of our education system and is critically important to equip our learners with the right tools and skills for leadership, through sport in the form of captaincy. * Captaincy will be rotated in all our U8, U9 & U10 teams. * U11, U12, U13, U14 teams, to choose the captain and vice-captain is up to the discretion of the coaches. * These individuals should also have responsibilities as doing the attendance registers, preparing the fields, fetching balls and equipment. U-14’s can help with warm-up duties. * High school & Open teams: The coaches should explain what captaincy entails, etc. The teams should then get the opportunity to vote for their captain and vice-captain, which the coach will then confirm or not. |
| **6.14** | **Fundraising**  The Principal will give permission for sport fundraisers and these should not conflict with other school fundraising efforts. Monies raised will be used for:   * Purchasing of equipment * Development of sport fields * Transport * Other functions as deemed fit by the Sports committee. |
| **6.15** | **Budget**  The Sports budget is determined by the School Governing Body and administered by the Sports Co-ordinator & Bursar. |
| **6.16** | **Injuries**   * All coaches and assistant coaches, where possible, are to do a First Aid course. * A first aider shall do first aid duty at every home match played on the Willow Academy grounds. The first aid roster will be placed on the notice boards. * All injuries during a practice session or game played at Willow, must be reported by the coach/manager to the person in charge of that sport/convenor who should in turn report it to the Sports Co-ordinator as well as the Health & Safety Officer of the school. * If a student is concussed, he/she must remain off sport for at least 3 weeks, or until given official clearance by his/her doctor. * We are concerned over the dangerous UV levels so where it is appropriate, all learners must wear hats (white or navy blue) and use sun block when doing sport in the sun. |
| **6.17** | **Sport during exams**   * The sports programme will continue as normal during examination where fixtures exist. * Willow recognises the value of physical exercise as an important aid to successful study. That being said, coaches/managers are to be sensitive to the needs of their players and should, if requested, excuse a player from one of the practices in the week – however, the request should be in the form of a written letter from the learner’s parents. * Matriculants are excused from matches during the last two terms of the year. |
| **6.18** | **Sports Awards Function**  A formal sports awards function shall be held at the end of the year to celebrate the sport achievements of the school (learners, coaching staff, administrative/support staff). The awards function will be attended by invitation only. |
| **6.19** | **Sport Code of Conduct**  All Willow learners are expected to abide by the following code:   * Know the rules of the game & uphold it. * Be honest, be precise, and be hard-working. * Accept the decisions made by the umpire or referee without backchat or moaning. Control your emotions. * Do not lose his/her temper. * There is only one captain. Respect him/her and always support them. * Do not look for excuses when losing. Accept your defeat and work harder for the next time. * Always be hospitable to the visiting team and your opponent. For example, mingle with your opponents after your match. Be a good host. * Always wear the correct sports attire and be proud of it. * Never give up. |
| **6.20** | **Code of Conduct for Parents**  The school’s Code of Conduct applies. In addition to this;   * Our learners should learn best from the example set to them by teachers, coaches and parents. * Our learners should be playing sport for their personal enjoyment, not for their parents’. * Parents are not allowed to use humiliating or embarrassing conduct (eg. shouting at your child) during a match. * Always encourage your child to play according to the rules and co-operate with coaches and umpires. * Always and continually enforce the fact that it is just as important to play your best as it is to win. * Help your child to develop his/her skills and a spirit of sportsmanship. * Acknowledge his/her good play and effort. * Always show respect for the opposing team and parents/visitors. * Always set an example. Do not speak with disrespect or insult coaches, umpires or other parents. * Acknowledge and support our volunteer coaches and umpires. They are offering their time and expertise to coach the learners and for the good and development of the game. * Not every student is a “great” student or a national athlete. Some are simply participating in organised sport to have fun. Encourage them! * Aggression, violence and unruly behaviour will not be tolerated under any circumstances.   Anyone who repeatedly does not uphold the ethos, will be dealt with firmly. Consequences:   * Verbal warning and counselling of the person involved. * Student is dropped or suspended from sport if behaviour continues and a discussion is held with the parent and student. * If it is a parent who repeatedly misbehaves, he/she will be banned from sports matches and/or training sessions. |
| **6.21** | **Sport Committee**   * The Sport Committee and its members will aid the Sport Co-ordinator in the daily management of the sport department. * The committee consists as follows:   + Chairperson - Prefect   + Secretary - Prefect   + Equipment Manager/s – Gr 10 or 11 learner   + Discipline Manager/s – Gr 11 learner or Prefect   + Field Manager/s – Gr 10 or 11 learner   + Sport Monitor – can be a Gr 9 learner that shows interest in sport   + Gr. 7 Prefects x 2   + House Captains   + Deputy House Captains   + Junior House Captains * The Sport committee will meet on a monthly basis and report back to the Sport Co-ordinator. |
| **6.22** | **High Performance Teams (HP)**  The following HP teams are currently active:   1. **HP Athletics,** 2. **HP Swimming,** 3. **HP Chess**   Even though the HP teams are financially supported by those athlete’s parents, those learners must still adhere and conform to the following criteria in order for them to be included and be part of the HP teams:   1. **HP Athletics team**    1. Selection of athletes       1. Athletes will be selected on the basis of their performance and race times of the annual inter-house field and/or track events. Best times must be in the range of the EP Schools Athletics results times.       2. The Selection panel will include the Sport Co-ordinator/s and Athletics co-ordinator/s.       3. The team and the athletes will be reviewed annually.    2. Practice & Event requirements       1. Athletes must have an 90 % attendance record.       2. Attendance register will be kept of all practices and meeting events.       3. 90 % attendance of athletics meetings, club and school events included.       4. If part of the ACT Elite team – ACT’s Code of Conduct applies.       5. Transport to and from practice sessions is the responsibility of the parent. Parents may not be late in collecting athletes from practice.       6. Transport to and from athletic events is the responsibility of the parents. Athletes have to report to their coach 1 hour before their official event and no later.       7. Communication regarding practices and events will take place via Whatsapp group. Please ensure that communication channels between parents and athletics co-ordinator and/or sports co-ordinator are flowing positively.    3. Academic requirements       1. A 60 % average needs to be maintained in all subjects to be able to be part of the HP team. If the average % is compromised, the athlete may be expelled from the HP team until the time that the average has been reached.       2. A copy of the athlete’s formal assessment/report will be made available to the sport co-ordinator.    4. General       1. All fees, transport, school fees and club fees, must be up to date. If fees are in arrears, we reserve the right to expel the athlete until all fees are paid.       2. Discipline & Commitment are the most important aspects to a successful HP athlete. Point 1.b.i applies. If any athlete does not conform to the Code of Conduct and Disciplinary procedure of Willow Academy, the coach and/or Sports Co-ordinator may demote or expel the learner from the HP team, after 3 warnings. The parents will be contacted after the 2nd warning.       3. Clothing – HP athletes should wear the official training clothing of the school as stated in the Code of Conduct. 2. **HP Swimming team**    1. Selection of swimmers       1. Swimmers will be selected on the basis of their performance and completion of the Learn To Swim program. If a learner did not complete the Learn To Swim program and would like to have a chance to trial for the HP Swim team, he/she will have to be assessed by the Head Coach of the HP Swim team before he/she can be considered for the HP team.       2. The Selection panel will include the Sport Co-ordinator/s and the Head coach of the HP Swim team.       3. The team and the swimmers will be reviewed annually.       4. An attendance register as well as a performance register will be kept by the Sport Co-ordinator.    2. Practice & Event requirements       1. Swimmers must have an 90 % attendance record.       2. Attendance register will be kept of all practices and gala events.       3. 90 % attendance of gala’s, club and school gala’s included.       4. Transport to and from gala’s is the responsibility of the parents. Swimmers have to report to their coach 1 hour before their official event and no later.       5. Communication regarding practices and events will take place via Whatsapp group. Please ensure that communication channels between parents and athletics co-ordinator and/or sports co-ordinator are flowing positively.    3. Academic requirements       1. A 60 % average needs to be maintained in all subjects to be able to be part of the HP team. If the average % is compromised, the swimmer may be expelled from the HP team until the time that the average has been reached.       2. A copy of the athlete’s formal assessment/report will be made available to the sport co-ordinator.    4. General       1. All fees, transport, school fees and club fees, must be up to date. If fees are in arrears, we reserve the right to expel the swimmer until all fees are paid.       2. Discipline & Commitment are the most important aspects to a successful HP swimmer. Point 1.b.i applies. If any athlete does not conform to the Code of Conduct and Disciplinary procedure of Willow Academy, the coach and/or Sports Co-ordinator may demote or expel the learner from the HP team, after 3 warnings. The parents will be contacted after the 2nd warning.       3. Clothing – HP Swimmers should wear the official swimming costume, swimming cap and track suit of the school team as stated in the Code of Conduct. 3. **HP Chess team**    1. Selection of Players       1. Players will be selected on the basis of their performance and ability to play and understand the game.       2. The Selection panel will include the Sport Co-ordinator/s and Chess coaches.       3. The team will be reviewed annually.    2. Practice & Event requirements       1. Players must have an 90 % attendance record.       2. Attendance register will be kept of all practices and events.       3. 60 % attendance of open chess tournaments, club and school events included.       4. Transport to and from chess events is the responsibility of the parents. Players have to report to their coach 30 minutes before their official event and no later.       5. Communication regarding practices and events will take place via Whatsapp group. Please ensure that communication channels between parents and chess co-ordinator and/or sports co-ordinator are flowing positively.    3. Academic requirements       1. A 60 % average needs to be maintained in all subjects to be able to be part of the HP team. If the average % is compromised, the learner may be expelled from the HP team until the time that the average has been reached.       2. A copy of the learner’s formal assessment/report will be made available to the sport co-ordinator.    4. General       1. All fees, transport, school fees and club fees, must be up to date. If fees are in arrears, we reserve the right to expel the athlete until all fees are paid.       2. Discipline & Commitment are the most important aspects to a successful HP player. Point 1.b.i applies. If any player does not conform to the Code of Conduct and Disciplinary procedure of Willow Academy, the coach and/or Sports Co-ordinator may demote or expel the learner from the HP team, after 3 warnings. The parents will be contacted after the 2nd warning.       3. Clothing – HP players should wear the official clothing of the school as stated in the Code of Conduct. |

# WILLOW ACADEMY

## A Department of Word of Faith Christian Centre

**SPORT POLICY:**

**RETURN SLIP**

**I,**

**(Full name & surname),**

**Parent/guardian of**

**in Grade have read and agree to abide by the Willow Academy Sports Policy as stated above.**

**SIGNED DATE:**