



*Founded 1922*

# HERSCHEL GIRLS SCHOOL

## **SPORT POLICY**

### **POLICY ON SPORT AND THE USE OF SCHOOL'S SPORT FACILITIES (SWIMMING POOLS, ASTROTURFS AND SPORTS CENTRE)**

#### **PREAMBLE:**

The sports programme at Herschel Girls School is necessary for educational value and the school recognizes the many life lessons that our pupils can learn through sport. The school will endeavour to provide a relevant sports programme with committed coaches and fixtures for all girls.

#### **PURPOSE:**

The purpose of this document is to:

- Ensure an excellent and consistent provision of sport within the school.
- Clarify the roles, responsibilities and rights of those individuals involved in sporting participation and provision within the school.
- Provide educated adult leadership which is capable of inspiring social, emotional, intellectual, and physical growth.
- Present sport to pupils in a way which maximizes participation to ensure their fun and enjoyment, security, and satisfaction.
- Provide frequent opportunities for pupils to experience personal and group achievement and success in sport.
- Encourage pupils to make informed decisions about their involvement and development in sport.
- Promote the positive contribution sport can make to the lives of pupils.
- Provide appropriate facilities and resources for the safe and effective delivery of all sport.
- Encourage pupils to respect and care for the environment, facilities, and equipment.
- Encourage pupils to accept responsibility for their health and that of others, to adopt a healthy lifestyle, to reject practices which place health at risk, and reject all forms of abuse of healthy lifestyles.
- Develop strategies which allow talented pupils to balance high performance sport with academic and other commitments.
- To provide regulations and procedures for the use of the school's sporting facilities by outside groups or individuals. This is necessary because they are used by various departments in the school and not just by the sports department. Having said this it should be noted that these specific facilities are primarily for sporting purposes and as such sport will take priority.

## **PROCEDURES:**

### **SCHOOL ATTENDANCE**

- If a pupil is absent from school due to illness she may not participate in any sport for the school on that day. If a pupil is absent from school due to illness on a Friday, she may not participate in any sport matches for the school over that weekend unless she has permission from the Head concerned.
- If a pupil is absent from school on a Friday for reasons other than illness, she may not participate in any sport matches for the school over that weekend unless she has permission from the Head concerned.
- At the Preparatory School pupils who are absent from a practice will not be permitted to take part in the match that same week. Deviation from these procedures may be made in exceptional circumstances in consultation with the Sport Coordinator or Head.
- Teams going on tour should not miss school unless permission has been sought from the Head at the time the tour is approved.

### **SPORT DURING EXAMINATIONS**

- The sports programme will continue as normal during the mid-year and matric trial examinations at the Senior School.
- The school recognizes the value of physical exercise as an aid to successful study at the Senior School.
- The Preparatory School reserves the right to adjust the sports programme during examinations.
- However, coaches are to be sensitive to the needs of their players and practice times may be rescheduled to accommodate the pupils.

### **COACHING/ADMINISTRATING**

- Sport Director (Senior School) and Sport Coordinator (Preparatory School) will be appointed.
- The Sport Director and Sport Coordinator will be responsible for recruiting coaches. These coaches will be appointed by the Head. Coaches must be in possession of a valid "Police Clearance Certificate". All outside coaches must sign a code of Conduct and adhere to the terms therein.
- Teachers may be asked to coach, administrate, and support sport teams.
- Preseason coach forum will be held to clarify school expectations and systems. Head coaches of the various sporting codes will present their blueprint and objectives for the season ahead.
- Two practice sessions a week are the norm in the Senior School whilst one practice session is the norm for the Preparatory School. Extra practices will only be considered before tournaments or in special circumstances. Permission for these extra practices must be obtained from the Director of Sport/Sport Coordinator.

### **PARTICIPATION**

- A wide variety of team and individual sports are available for all pupils.
- At present *school sports* (coaching provided at no cost to the pupils) include the following:
  - Outdoor Hockey
  - Indoor Hockey (Senior School only)
  - Netball
  - Basketball (Senior School only)
  - Water Polo
  - Swimming

- Tennis
  - Squash
  - Cross Country Running
- Interschool PGSGU sports tournaments include all the above sporting codes except for basketball and water polo. At present the Preparatory School does not have a tournament for Squash.
- Sport education and regular exercise is an integral part of the school's Health and Physical Education programme.
- All Preparatory School pupils are expected to participate in one compulsory winter and one compulsory summer team sport. Only the Preparatory Head may excuse a pupil from this compulsory sport commitment.
- All pupils are offered opportunities to participate in sports, with new enrolments addressed at the beginning of each season.
- If a pupil signs up for a sport, she is deemed to have signed up for the full season for that sport and she must fulfil her commitments to that sport for the full season.
- For summer sports, in the Senior School, if a pupil commits to a sport in the fourth term, which is also played in the first term of that following year, then the pupil is deemed to have committed herself to BOTH terms and may not request to be excused from this commitment for study purposes.
- For summer sports, in the Preparatory School, if a pupil commits to a sport in the 1<sup>st</sup> term, which is also played in the 4th term of that year, then the pupil is deemed to have committed herself to BOTH terms and may not request to be excused from this commitment.

## SELECTION

- Decisions on selection will be based on educational grounds. The school defends and reserves the right to select **school** team(s) based on merit only at the Senior School. At the Preparatory School the school defends and reserves the right to select **school** team(s) based on merit only but will also take into consideration overall participation and opportunity. All players will be invited to try out for the respective teams and coaches will not deny pupils the opportunity to try out for a team.
- No player may be selected to play for an age group higher than her appropriate age group unless:

### PREPARATORY SCHOOL:

She is an U12 player, she may then be permitted to play in the Open Hockey Team. A deviation from this procedure will only be considered if there are no goalies in Grades 6 or 7, then a goalie can be selected from Grade 5. This decision must be based on merit and in the best interests of the girl concerned. The girl's parents must also be involved in the decision. Educational factors must be taken into account when proposing this.

If a Grade 5 girl is U12, then she may be selected for an Open team.

The above does not apply to Tennis and Squash as these sporting codes do not have separate age groups.

### **SENIOR SCHOOL:**

She is in Grade 10 or above and is considered good enough to play as a first-choice player in the 1st team. Grade 8 and Grade 9 players are obliged to play for the U14 and U16 age groups respectively regardless of ability, unless they have stayed back a year. For example, if a player is in Grade 9 but is a year older than her peers, this player can be eligible to play 1<sup>st</sup> Team. A deviation from this procedure will only be considered in hockey or water polo for goal keepers because of safety: i.e. if there are no goalies in Grades 10 to 12 then a goalie can be selected from Grade 8 or 9 to represent the 1<sup>st</sup> Team.

In the event of a junior player (Grade 10 player or Grade 9 player who has stayed back a year) being selected to play 1st team, the decision must be motivated by the coach to the Director of Sport. This decision must be based on merit and in the best interests of the girl concerned. The girl's parents must also be involved in the decision. Educational factors must be taken into account when proposing this.

The above does not apply to Indoor Hockey, Tennis and Squash as these sporting codes do not have separate age groups. Having said this, decisions on selection should still be based on educational grounds.

- If selected for a team, players must be guaranteed playing time of at least 50% over the season.
- Team composition:

### **PREPARATORY SCHOOL:**

- A Teams in the Preparatory School for the various sporting codes should not exceed the following numbers and once selected **all** these players must be guaranteed a minimum of 50% playing time during the season:
  - Outdoor Hockey 8 a - side      11 players
  - Outdoor Hockey 11 a - side      14 players
  - Water Polo                              12 players
  - Netball                                    10 players
  - Squash                                    5 players
- B, C and D teams may have larger squads, but all players must be guaranteed of at least 50% game time during the season.

### **SENIOR SCHOOL:**

- A Teams in the Senior School for the various sporting codes should not exceed the following numbers and once selected **all** these players must be guaranteed a minimum of 50% playing time during the season:
  - Outdoor Hockey                      14 players
  - Indoor Hockey                        8 players
  - Water Polo                              10 players
  - Basketball                              10 players
  - Netball                                    10 players
- B, C and D teams may have larger squads, but all players must be guaranteed of at least 50% game time during the season.

- The school is encouraged to nominate and invite those players that the school/coach considers good enough to qualify for provincial trials. Pupils may generally **not** nominate themselves. Coaches should take into consideration previous provincial selection when nominating players.
- Where possible, coaches, especially Herschel employees, are encouraged to select their respective captain rather than doing a vote. Voting should only be used as an indicator for support from her teammates. However, it is understandable and acceptable for external student coaches to do a vote only as they do not know the pupils/players.
- All captain selections must be ratified by the Director of Sport/Sport Coordinator in consultation with the respective Head, prior to any school announcement or discussion with the team.

### **ACHIEVEMENT & SUCCESS**

- Pupils will be encouraged to represent their school in a sports team.
- Teams and individuals will be encouraged to compete at provincial or national tournaments.
- Sporting participation and achievement will be profiled on sports noticeboards, at assigned assemblies, in school newsletters, websites and where appropriate, in the local newspaper(s).
- In the Senior School awards such as certificates, badges and colours will be made by the Awards Committee to pupils who participate in sports offered at Herschel and meet the criteria as specified by the Sports Awards Policy.
- In the Preparatory School awards such as certificates and badges will be made by the Preparatory School Executive to pupils who participate in sports offered at Herschel and meet the criteria as specified by the committee.
- Qualification for the Team photograph in the magazine is for those players who have played at least 50% of the matches unless prevented from doing so through illness/injury during the season.

### **INVOLVEMENT & DEVELOPMENT**

- Commitment will be stressed when pupils enrol for a sport and will be actively promoted throughout the season.
- All players, coaches, managers, and officials will be required to sign the “Code of Conduct” form.
- Pupils will be provided with the opportunity to learn from role models and/or sports experts invited into the school.
- Pupils will be encouraged to take leadership roles within sport.

### **FAIR PLAY**

- The school will actively educate pupils, teachers, parents/caregivers, and coaches to increase their understanding of fair play.
- Teachers and coaches will understand they are sporting role models and will be encouraged to use their positions positively to promote sport.
- Leadership opportunities will be provided within sport for pupils e.g. Captaincy match official education.
- Any ill-discipline during or after a match by a **player**, that is deemed serious by the school, will be handled appropriately by a disciplinary committee which shall consist of the Director of Sport/Sport Coordinator in consultation with a member of Management if necessary. An appropriate sanction will be decided upon by the committee. Any appeal against the sanction may be made to the Head within three (3) days of the decision being made.
- Any ill-discipline during or after a match by a **coach**, that is deemed serious by the school, will be handled appropriately by a disciplinary committee which shall consist of the Director of Sport/Sport Coordinator and a member of Management. An appropriate sanction will be decided upon

by the committee. Any appeal against the sanction may be made to the Head within three (3) days of the decision being made.

## **RESOURCES**

- First aid resources/kits will be readily available at the host venue.
- There will be an annual budget for sport for the purchase and maintenance of equipment.
- Sporting facilities and equipment will be maintained in accordance with the Health and Safety Act.
- Purchase of gear will be provided with equity across sporting codes.

## **RESPONSIBILITY**

- Responsibilities, expectations, rules, and consequences will be clear for coaches and pupils to encourage care for grounds, facilities and equipment. This information will be provided in the Herschel Girls School Code of Conduct which will be updated annually.

## **DIFFERENT NEEDS**

- Competitive and highly trained sport, social and less competitive sport will be provided to meet pupils' needs.
- As far as possible mechanisms will be in place to ensure all pupils are able to participate regardless of ability.
- A choice of team sports and individual sports will be available to pupils.

## **COACH TRAINING**

- A percentage of the budget will be allocated for training coaches and match officials.
- Funds to assist in training coaches, managers and other sporting assistance will be coordinated initially through the school's Director of Sport/Sport Coordinator and forwarded to the Skills and Training Committee. This committee will determine whether outside coach's requests are deemed appropriate and/or necessary.
- Resources such as handbooks, videos and manuals may be purchased and made available to coaches.

## **DEVELOPMENT**

- Pupils will be welcome to try different sports as their skills and interests change (provided they fulfil their commitments).

## **HEALTH**

- When appropriate, pupils will be educated about performance enhancing drugs, their effects on health and how to cope with any abuse they may encounter.

## **SPORTS UNIFORM**

- Pupils may only wear the prescribed uniform at practices and matches. No jewellery is permitted!
- The prescribed uniforms can be found in the official relative Herschel Uniform Lists and Brand manual.
- Protective equipment where necessary is compulsory (e.g. gum guards for hockey).
- No advertising is permitted on the sports uniform or sports facilities.
- Second skins may be worn for winter sports; however, they must be white or navy blue.

## **LOCAL TOURS/TOURNAMENTS AND FESTIVALS**

- In the case of local tours/festivals permission must be sought at least three (3) months prior to the tour/festival. The Director of Sport/Sport Coordinator is to present these tours to the Head for ratification.
- The importance of touring as an educational exercise and as a means of spreading the good name of the school cannot be overemphasized.
- The school is aware of the financial strain that parents may be under and will consider this when making the final decision to tour or not.
- No fundraising may happen unless sanctioned by the Head.
- Tour accessories such as hoodies, kit bags, etc, must be agreed upon before ordering between the Director of Sport and the school's representative of The School Shop.
- If selected for a team, players must be guaranteed playing time of at least 50% during the tournament/festival.

## **OVERSEAS TOURS**

- An overseas sports tour per sporting code may, due to the significant cost and impact on the school and parents, be considered every three to five years. Permission must be sought from the Head at least eighteen months prior to the proposed date of departure.
- Where possible a rotation system will be adopted to accommodate all major sports, but this is not a prerequisite.
- If selected for a team, players must be guaranteed playing time of at least 50% during the tour.

## **PARENT INVOLVEMENT**

- At the start of each academic year the Director of Sport/Sport Coordinator must send a communication out to parents describing the school's expectation with regard to team selection and behaviour when supporting their child or team. Interference will not be tolerated and if necessary, the Director of Sport/Sport Coordinator will elevate a transgression to the Head of School/Head of Preparatory or a nominated representative determined by the Head of School/Head of Preparatory.

## **FACILITIES (SPORTS CENTRE/SWIMMING POOLS AND ASTROTURFS):**

### **MAINTENANCE**

- It is the responsibility of the Estate Manager to maintain the schools sporting facilities and to ensure that they are ready for use prior to practices and matches. This involves ensuring that the facilities and fixed equipment are clean, operational and always safe for use.
- The Estate Manager must ensure that all cleaning equipment is maintained and that the workers using the equipment are appropriately trained and aware of the necessary safety procedures.
- The Estate Manager must ensure that all scoreboards, clocks, etc are all operational prior to the beginning of the season. If they are faulty it is his responsibility to get the relevant company in to repair the relevant equipment.

### **BOOKING OF FACILITIES**

- All internal senior school bookings of the Sports Centre, Senior Swimming Pool and The Field must be entered by the Director of Sport onto the booking system on the Extranet.
- All internal preparatory school bookings of the Preparatory Swimming Pool, The Field, the Prep Hall, and Mini Astro must be entered by the Preparatory School Sport Coordinator onto the booking system on the Extranet.
- It is the responsibility of the Director of Sport and Sport Coordinator to update and record **all** internal

bookings of the respective facilities online, both during working hours and after working hours.

- All bookings that fall outside of the Sport curriculum must be channelled through the Director of Sport/Sport Coordinator who in turn must get permission from the Operations Manager so that the school is aware of the use of the various facilities. It is then the responsibility of the Director of Sport/Sport Coordinator/Sports teacher who initiated this request to record these online.