

# **COLONEL LIGHT GARDENS PRIMARY SCHOOL**



## **SPORTS POLICY**

### **GUIDELINE, INFORMATION AND ASSISTANCE FOR PARTICIPATING IN SCHOOL SPORT**

**Reviewed 2017**

## **FOREWORD**

We all want our children to enjoy and benefit from their school experience and for many children, participating in sport is an important part of that experience.

Students involvement in sport helps them to develop sporting skills, self esteem, fitness and friendship. Colonel Light Gardens Primary School strives to provide a range of activities for students to participate in and relies on volunteers from the school community, the general community and sporting clubs and associations to assist with organising our After Hours Sport program.

Many people each year accept the wide ranging responsibilities which go along with managing, coaching, scoring and spectating at games and practices. Without the commitment and dedication of these people our children would not be able to enjoy their sporting activities.

This policy outlines the opportunities, responsibilities and commitment required by players, parents, organisers and spectators. We urge you to read this document with your children and to discuss its contents with them.

We firmly believe our children will benefit greatly from a comprehensive understanding of the rules, expectations and requirements of playing sport at primary school.

Above all, this will lead to a greater enjoyment of sport by everyone involved and a strengthening and development of our school's community.

Governing Council Sports Committee Convenor

## **1. ROLE STATEMENT OF SPORTS SUB-COMMITTEE**

### **Representatives**

The Sports sub-committee of Governing Council consists of:

Principal (or nominee)

After Hours Sports Coordinator to be nominated by the Governing Council

Interested members of the school community

### **Frequency**

*The committee is convened once a term or whenever necessary*

### **Role**

- To establish programmes for after hours sport each year and prepare an annual budget for presentation to Governing Council.
- To inform parents of activities through the School Newsletter
- Prepare and review policies associated with each other
- Liaise between sporting teams and the school.

## **2. OBJECTIVES**

The National Junior Sports Policy states that...

"Sport is a legitimate and significant activity within the school curriculum and should be conducted within the context of sound educational practices as part of the total curriculum."

As a result of the National Junior Sports Policy, Junior Primary children are encouraged to participate in skills learning. Participation in competitive sports commence when children are in Yr 2.

### **Therefore our objectives for After Hours/SAPSASA sport are:**

- To provide opportunities for all children (who qualify by age) to participate in sport regardless of ability.
- To provide suitable programs for the teaching of skills and preparation for competition.
- To provide suitably qualified coaches and leaders.
- To provide for all children a safe, healthy and friendly sporting environment that encourages a sense of personal achievement, identity and satisfaction.

- To provide for all children a sporting environment that encourages enjoyment, the development of self-esteem and confidence.
- To provide the opportunity for all children to become aware of and to understand the meaning of fair play and good sportsmanship.
- To encourage cooperation through the development of team skills.
- To ensure where possible that girls and boys are given an equal opportunity and encouragement to participate in sport.

### 3. MANAGEMENT

#### 3.1 REGISTRATIONS

Registrations are via online booking system – currently trybooking

Registrations have set opening and closing dates. Online registrations help our volunteer sports coordinators to compile team lists and player/parent contact details. This will enable our coordinators to put teams together and recruit coaches.

Once the registration period has closed late registrations can only be made by special arrangements and an extra fee may apply.

Children not attending Colonel Light Gardens Primary School should only be allowed to register for a team if there are insufficient numbers to form a team. Once registered, children are to be treated equally throughout the sport's season.

Normal fees apply.

#### 3.2 ROLE OF INDIVIDUAL SPORT COORDINATORS

- All sporting groups **MUST** have a Coordinator.
  - He/She must be familiar with the School Sports Policy.
  - The exact role of the Coordinator may vary slightly from sport to sport.
  - He/She will be responsible for nomination of coaches and teams. Lists of coaches/managers including contact details must be forwarded to the school contact (Deputy Principal) prior to the commencement of the season.
  - He/She will act as the liaison between the After Hours Sport Committee and the appropriate sporting association/club that runs/manages their sport.
  - He/She will maintain close communication with the After Hours Sport Coordinator who is to be the point of first contact for all issues relating to their sport.
  - He/She will maintain close communication with the team managers and coaches and will be their point of first contact for all issues relating to their sport.
  - He/She will be responsible for the allocation of all equipment, kits, first aid kits and uniforms to individual teams, via team managers.
  - He/She will be ultimately responsible for appointing children to teams.
  - He/She may call meetings to discuss matters relevant to their particular sport.
  - He/She will oversee the appointment of coaches and managers.
  - He/She will help any team to organise itself in the initial stages.
  - He/She will direct all requests for purchases of equipment, uniforms etc to the After Hours Sport Coordinator.
  - He/She will direct all requests/proposals for sponsorship, endorsements, encourage awards etc to the After Hours Sport Coordinator.
  - He/She will attend the meeting with parents prior to each season to outline rules, Sports policy, venues etc.
  - He/She will report directly to After Hours Sport Committee, via the After Hours Sport Coordinator.
  - He/ She will liaise with the After Hours Sport Coordinator with respect to fees and uniforms.

#### 3.3 ROLE OF COACHES/MANAGER

Where possible, coaches will be suitably qualified, and funding is available to support this.

Colonel Light Gardens Primary School recognises the significant influence and central leadership role of the coach, and all coaches will be offered the opportunity to attend an appropriate coaching course. Coaches must refer all requests for purchases of equipment, uniforms etc and all requests/proposals for sponsorship, endorsements, encourage awards etc to the Coordinator of their particular sport.

### **Manager (if not coach)**

- Liaise with the Coordinator with respect to fees and uniforms.
- Update sports noticeboard as required.
- Report any problems to the Coordinator.
- Organise contact details for team parents.
- Collect medical consent forms and ensure they are available at practice and games.
- Organise rosters as required - eg parent supervision at after hours practices or scoring duty and transport to practices and games.
- Advise the Coordinator of the result of each game for publication in the school newsletter.
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## **4. SPORTING CODES OF CONDUCT**

These codes of behaviour have been taken from "Aussie Sport", through the national initiative committed to developing young people through sport. (Australian Sports Commission)

### **4.1 PLAYERS' CODE**

Play by the rules.

- Never argue with an official. If you disagree, have your coach or manager approach the official during a break or after the competition.
- Work equally hard for yourself and your team. Your team's performance will benefit, so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please your parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Remember that the goals of the game are to have fun, improve your skills and enjoy your sport.
- You have made a commitment to the school, your coach and your team-mates. Make sure that you attend training regularly and that you make yourself available for every game. If you are unable to attend training or are not available for a game, you must let your coach or team manager know.

### **CONSEQUENCES FOR PLAYERS**

- No uniform or appropriate protective gear - no play.
- Players will be excluded for unacceptable behaviour.
- Consequences of non-attendance at training will be at the coaches' discretion.
- Any issues relating to repeated unacceptable behaviour must be discussed with the Coordinator or the After Hours Sport Coordinator before any action is taken.
- Further disciplinary action for more serious breaches of behaviour, is decided by the Principal in consultation with the After Hours Sport Coordinator, coach and parents.

### **4.2 PARENTS & SPECTATORS' CODE**

(Aussie Sport Codes of Behaviour for Parents and Spectators)

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's and the team's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.

- Respect officials' decisions and teach children to do likewise. Do not question the official's judgement and honesty in public. You are entitled to raise any concerns you may have, with the coach, Coordinator or After Hours Sport Coordinator.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Fulfil your assigned responsibilities, such as practice supervision, scoring etc.
- Do not take over the coach's role. Allow the coach to be the person who instructs and controls each child and the team and enjoy the role of spectator.

### **CONSEQUENCES FOR PARENTS & SPECTATORS**

Coach or team official to informally remind Parent or Spectator of the Code of Behaviour.

In instances of repeated unacceptable behaviour, action to be taken will be decided by Principal and After Hours Sport Coordinator.

### **4.3 ADMINISTRATORS & OFFICIALS' CODE**

- Modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Ensure the "spirit of the game" is not lost by using common sense and not overemphasising errors.
- Encourage and promote rule changes that will reinforce the principles of participation for fun and enjoyment.
- Be a good sport yourself. Actions speak louder than words.
- Keep up to date with the latest trends in officiating and the principles of growth
- Place the safety and welfare of the participants above all else.
- Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion.
- Involve young people in planning, leadership, evaluation and decision making related to the activity.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in sport not just as a player but as a coach, referee, administrator etc.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
- Provide quality supervision and instruction for junior players.
- Remember that young people participate for their enjoyment and benefit. Do not overemphasise awards.
- Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
- Ensure that everyone involved in junior sport emphasises fair play, and not winning at all costs.
- Give a Code of Behaviour sheet to spectators, officials, parents, coaches and players, and encourage them to follow it.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Support implementation of the National Junior Sport Policy.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

### **4.4 COACH'S CODE**

- Do not over-play the talented players. All players need and deserve equal time. Use a roster system to ensure that all players get fair opportunity.

- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Ensure that all students use safety equipment when training and playing their sport.
- Remember that young people participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

#### **4.5 COACH'S DUTY OF CARE**

(reference 'Administrative Instructions and Guidelines')

The Coach is responsible for the safety of children during practices and games/matches. By law, he/she has a responsibility to take 'all reasonable care'.

This includes the wearing of protective equipment at training and at games.

After matches and practice sessions, coaches, managers or supervising parents are to remain with waiting children until all are collected by a Parent or Carer, or leave them in the care of a responsible adult.

### **5 SAFETY, FIRST AID & INJURY PROCEDURE**

#### **5.1 DUTY OF CARE**

This is an after hours activity and therefore the ultimate duty of care lies with the parent or care giver.

- All Coordinators, coaches and team managers are requested to complete a Dept. of Communities and Social Inclusion screening screen which can be arranged through the front office. This is compulsory for coaches of teams that do not involve their own children. All coaches and managers should also attend a Reporting Abuse and Neglect training session run by the school.
- All persons who become involved with any sport in an official role have a 'Duty of Care' to discharge. The nature of this Duty of Care includes any action taken for the proper care of the child while engaged in sporting activities.
- Never leave any child alone at the end of a match/training session while they wait for the arrival of their parent/carer.
- No child is allowed to leave any sporting venue unless accompanied by their parent/carer unless prior arrangements have been made.
- All coaches/managers are covered by Vicarious Liability if they have properly discharged their Duty of Care.
- Each Sport Coordinator is responsible for the provision and each manager for the upkeep of First Aid Kits, which must be on hand for all practices and games/matches. These kits are supplied by the school and the upkeep paid from A/H school funds.
- Managers to report to appropriate Sports Coordinator when first aid kits need replenishing.
- All coaches and supervisors, including parents and teachers, should be encouraged to have a current First Aid Certificate.
- Children with open wounds are to be removed from play immediately. The wound should be cleaned and covered (gloves should be worn) before the child may re-enter the game.
- Minor first aid can be administered. For serious cases call the ambulance who will assess the condition of the child. Contact the parents.

- Parents should be notified in writing of all times and places of training and competition. A copy of this shall be supplied to the school office.
- The Sports' Coordinator, After Hours Sport Coordinator and Principal will be informed of any accident.
- Individual sports groups are responsible for developing guidelines for procedures when the weather is unsuitable. This should be done in conjunction with the association/club that runs/manages the competition that each team competes in. These guidelines must then be referred to the After Hours Sport Committee, for their approval.
- A medical & consent form must be completed by the parent/care-giver of each child prior to the start of each season and must then be kept with the first-aid kit, for each team. This needs to include a Health Plan for serious conditions.
- No child will participate in any sport until the coach/manager is in receipt of a Medical/ Consent form appropriately completed and signed by parent/guardian.
- Coaches should encourage the use of 'Sunscreen', drinking water and hats according to the school's Sun Smart policy.
- Coaches and managers are responsible for ensuring that all sports equipment is safe and that children wear appropriate protective equipment.
- Parents should check with the appropriate sports coordinator regarding the necessity of mouth guards for specific sports. If required it is recommended that parents discuss this with their family dentist or the School Dental Service.

## **5.2 PROTECTIVE EQUIPMENT**

Protective equipment **MUST** be worn at training and in matches to ensure the safety of children.

Soccer shin guards compulsory, mouthguards strongly recommended.

Cricket helmets, protectors, batting gloves and pads are compulsory.

Football mouthguards are compulsory.

Netball mouthguards strongly recommended.

Softball helmets are compulsory for batters, base runners, catchers and pitchers.

## **6 GRIEVANCE PROCEDURE**

Disputes and complaints should be directed, initially, to the Team coach/Manager and then to each Sports' Coordinator or the After Hours Sport Coordinator. If necessary, matters can then be taken further with the School Principal.

## **7 CANCELLATION POLICY**

- Individual sports are responsible for developing guidelines for procedures in games when weather is unsuitable. This is to be done in conjunction with the association/club that runs/manages the competition for each sport. These guidelines must then be referred to the After Hours Sport Committee, for their approval.
- Standard procedure for cancellation of practice due to wet weather, waterlogged grounds or for any other reason is that the individual Sports' Coordinator cancels the practice. This is advised to the children via the class teachers.
- Sport practice/games are to be cancelled for hot weather when the predicted temperature for the day is 36 degrees or higher.
- Children are encouraged to phone their parents from the office to arrange to be picked up. Children who are not collected after school will go to the School Office.
- Team coaches/managers must ensure that all children have been informed of any cancellation and that proper arrangements have been made for them to be picked by their parents or taken to the School Office.
- Parents are encouraged to ring the school to find out if practice is cancelled.

## **8. TROPHIES AND ACHIEVEMENT AWARDS**

- Participation is the focus of our After Hours Sport program, thus the achievement of all children who participate can be recognised via "Participation Awards".
- Each player should receive a "Participation Award" at the end of each season. This is to be funded by a levy that is included in the player fees for each sport.

- The awarding of specialist trophies is not endorsed by the After Hours Sport Committee and the Governing Council. The exception is that an award will be presented to a boy & girl Sport persons of the Year from Year 7s, as part of the school's end of year graduation.

## **9 TRANSPORT**

- All people and vehicles carrying children to and from school time sporting events must be covered with an appropriate comprehensive insurance policy.
- Only suitably qualified people should be permitted to drive. This excludes those with L or P plates.
- Any adult transporting students must be in the company of their own child.
- All vehicles being used must have suitable and working seatbelts and the driver must ensure that they are worn.
- If there are insufficient vehicles to transport the children in a safe manner, then the competition must be abandoned.
- Consent forms must be signed by parent / guardian prior to the competition.

## **10 UNIFORMS & EQUIPMENT**

- When children are issued with uniforms for the duration of the season, their parents/care-givers will be expected to launder them and keep them in good repair.
- These uniforms remain the property of the school and must be worn for school matches and training only. They must not be altered in any way and must be returned to the school at the end of the season.
- If uniforms are not returned or are returned in a damaged condition, a fee will be charged to cover the cost of replacement.
- Managers should collect uniforms and equipment at the completion of the season and inform their Coordinator of any non-returns or damage. Coaches/team managers are to pursue any unreturned items.
- Students will be excluded from participating in another sport until the uniform is returned or the replacement fee is paid.
- Children not wearing the designated uniform will not be permitted to play.
- Individual protective equipment is encouraged and is the responsibility of the parents. Some protective equipment is compulsory and these are listed in section 5 of this document, "SAFETY, FIRST AID & INJURY PROCEDURE".

## **DUTY OF CARE**

Team equipment is the responsibility of the coach/manager. An inventory of all kits and equipment should be undertaken at the end of each season.

A list of uniforms and equipment required for the next season is then to be provided to the Coordinator of each sport. These are then used to formulate the budget for each sport and for After Hours Sport, in general.

## **11 FEES, FUND RAISING, SPONSORSHIP AND BUDGETS**

### **11.1 PLAYERS FEES**

- To be set by Coordinator of each sport and ratified by the After Hours Sport Committee.
- Fees must be set at a level to ensure the group's continued financial viability but not to be exclusionary.
- Each group must provide a budget for the year, to the After Hours Sport Committee.
- Fees to be set for each sport are to be sufficient to cover all registration costs, team nomination fees, payments to umpires, fees for facilities and the cost of Participation Awards.
- All children participating in a sport should pay their fees prior to the commencement of the season. As out-of hours school sport is a voluntary activity the fee set by the Committee must be paid to allow the student to participate.
- Registration is via the TryBooking website. Sports fees must be paid on line at the time of registration for it to be completed. Where this may be difficult alternate payment arrangements can be made with the school business manager.
- Unregistered players are not permitted to play as this puts players, school and the relevant sports association at risk.

**Team managers, coaches and coordinators are NOT permitted to receive any payment for fees.**

### **11.2 FUND RAISING AND SPONSORSHIP**

All issues relating to fund raising and sponsorship, including “Encouragement Awards“ to players, are to be presented by each Sports’ Coordinator to the After Hours Sport Coordinator for consideration. Individual teams or sports CANNOT accept any offer of “Encouragement Awards“ or sponsorship without approval. Approval may be given for minor fund raising activities. Such approval will depend on the purpose of the activity and the intended use of the money raised.

### **11.3 BUDGETS**

Each Sport Coordinator must submit a budget to the After Hours Sport Committee, for the next school budgetary year, at the end of each season.

The budget for each sport is an estimate of the fees to be collected and the costs for the next season. The fees to be set for each sport are to be sufficient to cover all registration costs, team nomination fees, payments to umpires, fees for facilities and the cost of “Participation Awards”. Fees will also include a general levy set by the Committee to offset costs of running the After Schools Sports program.

Any submissions to the Governing Council for one-off or major expenses are to be included in the budget. This allows the After Hours Sport Committee and the Governing Council to monitor the flow of money into and out of the After Hours Sport program and to become aware of any substantial changes in these flows. Governing Council is ultimately responsible for all of the finances of the school and therefore, must be aware of the finances of the After Hours Sport program.

### **12 INSURANCE**

As set out in the ‘Administrative Instructions and Guidelines’ No 119.

A list of names of coaches, team managers, officials and other volunteer parents/care-givers must be provide to the After Hours Sport Committee at the start of the season, and then tabled at a Governing Council meeting. Volunteers are covered by Vicarious Liability.

The After Hours Sport program is conducted under the umbrella of Governing Council, through the After Hours Sport Committee.

Parents are encouraged to arrange insurance for their child/children who is/are participating in the After Hours Sport program. The school/DECD does not provide insurance for this purpose.

### **13 SELECTION POLICY FOR SAPSASA DISTRICT TRIALS**

The school supports participation in SAPSASA sports offered during the year.

- Selection for team sports, individual activities and District teams will be limited to children in their 11th plus year of age, while individual sports such as swimming, athletics and cross country will be open to students in their 10th year.
- Students will be nominated by the School SAPSASA representative and / or Principal after consultation with the Coach and the Coordinator of the sport.
- Where appropriate and practicable, a pre-selection trial should be held.
- The school SAPSASA representative will meet with the Principal and / or Deputy Principal in the first week of term 1 or as soon as the year's program arrives, to prepare for coming events. These will be recorded on the staff notice board and the school diary.
- A staff coordinator is appointed for SAPSASA sport.
- As soon as the SAPSASA calendar is known, a copy will be distributed to Sports’ Coordinators and the After Hours Sport Committee.
- Should any of the issues raised above create a difficulty for parents, they should contact the Principal or Deputy Principal for support / discussion / negotiation.
- The school reserves the right to express a viewpoint to the district selection panel on the individual merits of each child.
- Parents and Guardians of students selected for SAPSASA activities will be responsible for all costs incurred.
- Gov. council will assist with costs associated with Interstate selection via a one off donation to be determined by Gov. council

## 14 SCHOOL SPORTS INFORMATION

This is a guide only and will vary according to support from parents & availability of coaches. Other sports will be included if there is a competition, sufficient students, a coordinator and parent support.

### 14.1 SUMMER TERM 1

- Softball (Girls)
- Cricket (Boys & Girls) Yr 4-7, Kanga Yr 2/3
- Basketball (Boys/Girls)
- SAPSASA Basketball, Softball, Cricket, Tennis, Swimming

### 14.2 WINTER TERM 2

- Netball (Girls)
- Basketball (Boys/Girls)
- Football (Boys & Girls) Yr 2-7
- Soccer (Boys & Girls)
- SAPSASA Cross Country, Football, Netball, Soccer, Hockey
- SAPSASA Knockout Football, Netball, Soccer

### 14.3 WINTER TERM 3

- Netball (Girls)
- Basketball (Boys/Girls)
- Football (Boys & Girls) Yr 2-7
- Soccer (Boys & Girls)
- SAPSASA Cross Country, Football, Netball, Soccer, Hockey
- SAPSASA Knockout Football, Netball, Soccer
- SAPSASA Athletics

### 14.4 SUMMER TERM 4

- Softball (Boys & Girls) Yr 2-7
- Cricket (Boys & Girls), Kanga
- Basketball (Boys/Girls)
- SAPSASA Athletics, Baseball
- SAPSASA Knockout Tennis, Cricket

## 15 AGE REQUIREMENTS

All children are required to participate in their year group or age group as defined by the sport's rules. Promotion to a higher group can only occur under exceptional circumstances. Approval must be obtained from the Principal.

## 16 LOCAL ASSOCIATIONS & SCHOOL PARTICIPATION

The school encourages children to participate in Local Associations and does not preclude children from playing for such associations. It aims to set up sporting associations in cooperation rather than in competition to local bodies.

## 17 EQUAL OPPORTUNITIES

Junior Sport Equal Opportunities guidelines will be followed.

Where we cannot form teams due to insufficient numbers, schools nearby may be approached to field composite teams. Participation in games must be encouraged. To achieve this it will be necessary to rotate all members of the team (including better, more skilled players).

In sports teams where players need to be loaned to an opposition team this should be done on a rotational basis.

## 18 MODIFIED RULES

The school supports modified rules as determined by the National Junior Sports Policy.

## 19 MEDICAL COVER FOR INJURY

It is the responsibility of parents to ensure their child is covered for injury. The School accepts no responsibility for injury of a child in School Sport.

## 20 MEDICAL AND CONSENT INFORMATION FORM

A Medical and Consent Information Form **MUST** be completed for each child participating in any sporting activity prior to the commencement of the season. These forms must be kept in an accessible place during practice and match times. The first-aid kit is usually the most convenient place.

## After Hours Sport

### Budget Sheet

Sport: \_\_\_\_\_ Coordinator : \_\_\_\_\_

Use this proforma to submit expected expenses for the sport for which you are responsible and proposed player fees. Please submit after Spts Committee approval to the school finance officer by the end of the term before the sport commences to enable invoices to be generated. Also submit list of players.

Expenses:

Please total amounts for all teams involved in this sport.

Expenses	Amount
Registration fees	
Umpire fees	
Trophies/Awards	
Equipment	
Other	
Total	

Income:

Total number of players \_\_\_\_\_ x

Recommended fee \_\_\_\_\_ (this should cover all predicted expenditure )

Income	Amount
Player fees (total)	
Other	
Total	

Submitted by: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Extraordinary budget requests: Please submit budget request that require additional GC support by the end of Term 3. ie Set up for a new team.