



# **Our Lady of the Sacred Heart College Kensington**

# **Sporting Guidelines Handbook**

**Years 7-12  
2019**

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## INTRODUCTION

Welcome to Sport at Our Lady of the Sacred Heart College, Kensington. The College's Sports Program embodies a 'Sport for All' philosophy. The Sports Program encourages student participation in a manner that is consistent with our Catholic faith and OLSH values. Girls are encouraged to become involved in team sports as it is through their participation that we are able provide opportunities that nurture the personal development of our students.

The Our Lady of the Sacred Heart College, Kensington, Sport's Program aims to:

- Promote the ideals of sportsmanship, self-respect and College Spirit
- Promote fair play, a sense of commitment for students of all skill and fitness levels
- Promote the achievement of personal and team excellence
- Offer students an opportunity to develop their capacity to work independently and as a team member
- To encourage Persistence, Collaboration and Resilience

The information in this booklet will assist you with becoming familiar with the College requirements and help to facilitate your child's enjoyable participation in Sport.

Yours sincerely

A handwritten signature in black ink, which appears to read "Jenny Fowler". The signature is fluid and cursive, with a large initial 'J' and 'F'.

Jenny Fowler  
**College Principal**

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# OVERVIEW OF SPORTS

## CGSSSA

Sport	Term	Date
Touch Football	1	Wednesday 27 February
Swimming	1	Tuesday 12 March
Football/Soccer	2	Wednesday 1 May
Basketball	2	Wednesday 22 May
Cross Country	2	Friday 31 May
Gymnastics	2	Wednesday 5 June
Netball	3	Wednesday 24 July
AFL	3	Tuesday 30 July
Athletics	3	Friday 16 August
Dance	3	Wednesday 11 September
Tennis	4	Thursday 31 October
Aquathon	4	Monday 4 November

## CO-CURRICULAR

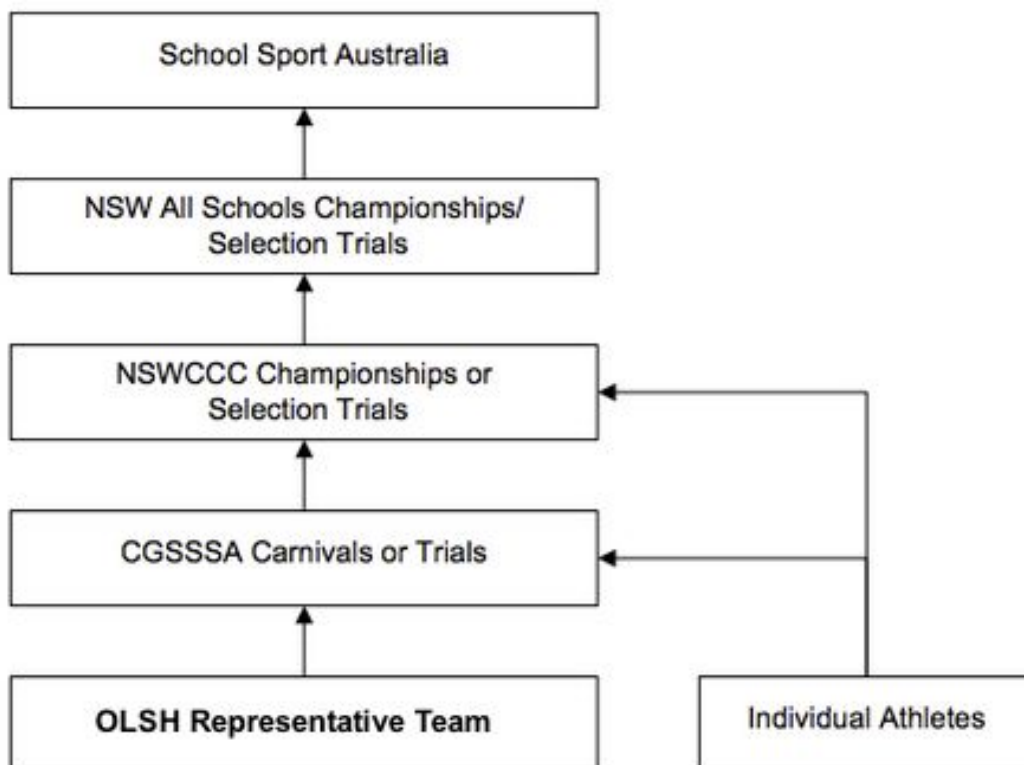
Sport	Term	Teacher in Charge
Touch Football	1 & 4	Mr Matt Feltrin
Netball	4	Mr Matt Feltrin

# REPRESENTATIVE PATHWAYS

New South Wales Combined Catholic Colleges (NSWCCC) in conjunction with School Sports Australia provides representative pathways for elite young sportswomen to both state and national schoolgirl programs. Teams and some individual sport representative pathways are available to girls who represent the college in CGSSSA events. There are also opportunities for students to trial for other sports, in which they may excel, that are not catered for at OLSH.

Information regarding all of these sports can be found on the NSWCC Website. Several sports now require students to nominate online and there are strict cut off dates for nomination. The NSWCCC website is <http://www.csss.nsw.edu.au/nswccc-website.aspx>

All nominations must be approved by the Principal.



# CODE OF CONDUCT

## **Part 1 – Players’ Responsibilities**

- 1.1 Once you commit yourself to a sport for a season, honour that commitment wholeheartedly and try to get as much out of the experience as possible.
- 1.2 Respect the rights, dignity and worth of all participants, coaches and officials regardless of their gender, ability, cultural background or religion.
- 1.3 Arrive at the venue on time, in correct uniform with the correct equipment, ready to give your best effort.
- 1.4 Work equally hard for yourself and your team. Participate for your own enjoyment and benefit, not just to please parents or coaches.
- 1.5 Be a good sport. Applaud all good plays, whether performed by your team or the opposition. Never cheer or clap a poor performance that results in an advantage to your team.
- 1.6 Control your temper. Teasing of other players, deliberately distracting or provoking an opponent and/or team is not acceptable behaviour.
- 1.7 Respect the decision of officials at all times. If you disagree, have your captain, coach or manager approach the referee during a break or after the game in an appropriate manner.
- 1.8 Violent, derogatory, abusive and/or offensive language and/or behaviour are not acceptable under any circumstances. This includes at the game and upon arrival and departure from the venue.
- 1.9 Assistance for opponents when it is obviously necessary should be given promptly and in the true spirit of good sportsmanship.

## **Part 2 – Parents’ Responsibilities**

- 2.1 Encourage children to participate; do not force them.
- 2.2 Remember the girls are involved in organised sport for their benefit and enjoyment, not yours, and that children learn best from example.
- 2.3 Focus on the girl’s efforts and performance rather than the overall outcome of the game. This helps the girl in setting realistic goals related to her ability by reducing the emphasis on winning.
- 2.4 Never abuse or ridicule your daughter for making a mistake or losing – your example and help in developing skills and sportsmanship is vital in your daughter’s development.
- 2.5 Show appreciation and respect for volunteers, coaches, officials and administrators.
- 2.6 Do not use foul language, sledge or harass players, coaches or officials.

# CODE OF CONDUCT

- 2.7 Be an advocate for fair play. Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- 2.8 Never criticize an umpire, official or coach. If you have a grievance, follow the grievance procedure outlined in Part 5 of this Code of Conduct.

## **Part 3 – Spectators’ Responsibilities**

- 3.1 Encourage girls to give their best effort and applaud good play regardless of which team produces it.
- 3.2 Behave respectfully and courteously towards players, coaches, umpires, referees, officials and other spectators.
- 3.3 Never discourage or disparage any player and never criticise an umpire or official.
- 3.4 It is assumed that barracking may be enthusiastic but it should never be fanatical or designed to heckle, belittle or disturb opposing team members. Booing, whistling, playing or beating musical instruments are in bad taste and unacceptable. Any disturbance of this kind (at key points of a match during say an attempt at goal) must always be regarded as bad sportsmanship.

## **Part 4 – Coaches’ Responsibilities**

- 4.1 Remember that children participate for fun and enjoyment and that winning is only part of their motivation. Never ridicule the children for making mistakes or losing a competition.
- 4.2 Be reasonable in our demands on players’ time, energy and enthusiasm.
- 4.3 Ensure rules, equipment, training schedules and games are safe and appropriate to the needs and skill level of the children involved.
- 4.4 Ensure that equal opportunities for participation in sports are available for all students.
- 4.5 Ensure everyone involved, including parents, understand their responsibilities regarding fair play and appropriate behaviour.
- 4.6 Set a good example to the girls ensuring that your behaviour is at all times
  - a) Courteous and respectful
  - b) Positive and encouraging
  - c) Fair and in the best sporting spirit
  - d) Accepting of authority and the finality of the Umpire’s decision
  - e) Professional in your approach to parents and officials at games.



# CODE OF CONDUCT

- 4.7 If disputes arise, resolve them constructively and in accordance with the grievance procedure provided in Part 5 of the Code of Conduct. Insist the girls do the same.
- 4.8 Training sessions should be productive and a coach should be an able participant not just on the sideline yelling orders. This means NO phone use, IPod or electronic devices at training or during the game except in emergency situations. Training sessions should be game related and justifiable.
- 4.9 Follow the advice of a physician when determining when an injured player is ready to recommence training or playing.
- 4.10 Coaches need to be suitably qualified and accredited to ensure sound coaching principles so as to develop the growth and development of the children.
- 4.11 Coaches should be wearing some item with the College Crest e.g. Polo. No thongs are to be worn in any circumstances and coaches should always appear neat and tidy.
- 4.12 Coaches are to adhere to CEO Child Protection procedures.

## **Part 5 - Grievance Procedure**

- 5.1 The Umpire/Referee have complete control of the game. In matters regarding play and the rules of the game, the decision of the Umpire/Referee is final.
- 5.2 With respect to other aspects of the game such as venue safety and the conduct of participants, the Coordinator's decision is final.
- 5.3 If any participant wishes to bring a complaint or express a concern about any aspect of a game or selection process, they may do so by contacting Our Lady of the Sacred Heart College, Kensington CGSSSA Coordinator, ***Under no circumstances should a parent/guardian contact anyone other than the CGSSSA Coordinator***, or in his/her absence the Assistant Principal of the College, by 5pm of the following business day in writing. The CGSSSA Coordinator will consult with relevant parties and a College Executive Member and respond to the individual concerns once the appropriate investigation has been conducted.
- 5.4 The decision of the CGSSSA Coordinator and Assistant Principal will be final.
- 5.5. The CGSSSA Coordinator, when she/he thinks fit, will report to the Principal any concerns occurring in the course of, or in relation to, any representative sport.

# ELIGIBILITY & SELECTION GUIDELINES

## **Part 6 - Eligibility for selection in an OLSH Team**

- 6.1 The participation of a student in a representative team is at the discretion of the Principal.
- 6.2 Only currently enrolled students from OLSH College will be eligible to stand for selection. Where there is a clash in the College Calendar, students will have the opportunity to choose which event they attend.
- 6.3 Students attending CGSSSA Selection trial(s) must be officially endorsed as specified by the CGSSSA by their:
  - a) School Principal
  - b) Parent/Guardian
- 6.4 Only those students who have nominated themselves via a Google document shared with the girls and have attended all trials are eligible for team selection.
- 6.5 Only those students who participate in OLSH selection events or provide selection times and/or information as required where this is the basis of selection will be eligible for OLSH representative team(s).
- 6.6 Written application for exemption or e-mail from attending a selection event must be made in writing to the Teacher in Charge, at least 4 days prior to the start of the relevant selection event. The School Principal must support this written application. The CGSSSA Coordinator will consult the relevant Teacher in Charge and the Assistant Principal to determine if the exemption will be granted. In exceptional circumstances an application may be made up to 24 hours prior to the selection event.
- 6.7 If a student's behaviour at school is deemed inappropriate by a teacher, the CGSSSA Coordinator in consultation with the Assistant Principal may deny the student the right to be selected. The teacher expressing his/her concern is to provide written documentation (of their concerns) to the CGSSSA Coordinator and/or the Assistant Principal.

## **Part 7 - Selection Process**

Selection trials are an integral part of the selection process for the majority of the school based representative teams and will be held as required during the course of the year.

- 7.1 The selector(s)' decision will be final
- 7.2 Selection will be based on the performance of the athletes on the day of OLSH selection trial, or based, where applicable, on times and/or information provided.
- 7.3 In the case of approved exemption, selectors will be required to make assessments of the relevant players based on:
  - a) Their performance at the trials they are able to attend
  - b) Previous season coaches' reports
  - c) Any additional training and grading sessions that may be required by the Teacher in Charge.

# ELIGIBILITY & SELECTION GUIDELINES

- 7.4 The OLSH selection trials are conducted to provide opportunities for all students from OLSH to participate in a sporting experience that will enable them to access CGSSSA representation. OLSH will only submit one team per division or as stated by the CGSSSA by-laws.
- 7.5 The following guidelines are provided to assist with selections. Adherence to these guidelines will help to overcome inconsistencies in the selection process, improve the standard of the selection process, protect selectors and teachers in charge and formalise best practice within the selection process.
- 7.6 For every sport OLSH enters, the Teacher in Charge is to advertise trials 1 week prior to the date via school notices, hold trials a minimum of 5 weeks prior to the event and share a Google Document with all OLSH students for them to register their expression of interest.
- i) Depending on the nature of the sport, for every OLSH team to be selected there may be up to two selectors involved in the selection process.
  - ii) The Teacher in Charge and the Selectors need to identify the criteria for selection e.g. game skills, game knowledge, sportsmanship, and knowledge of the trials.
  - iii) Selectors must easily identify each player, and all students need to be in appropriate clothing to trial. Selectors are to ensure that all nominated players are viewed equitably. All players are to be observed at least twice by selectors during the selection trial.
  - iv) No selection information should be released before the squad/team is announced.
  - v) All conferring regarding selections is to occur out of earshot of those not officially involved in the selection process.
  - vi) If necessary, timetable position specific trials during the day or at another time e.g. goalie position.
  - vii) Selectors are to ensure that OLSH team(s) is balanced and covers all positions appropriate for CGSSSA carnival(s). To achieve this girls can be played into a higher division than their age.
  - viii) Once the team(s) is selected, if a student wishes to withdraw, she is to follow Part 8 of the Eligibility and Selection Process.
- 7.7 In the need of an appeal or grievance, follow the grievance procedure in Part 5 in the Cod Of Conduct.

## **Part 8 - Unexplained absences and withdrawal from individual and team events.**

- 8.1 Students are required to notify the Teacher in Charge and coach of any cases of unavailability or absences throughout the season or one day carnivals in regards to training and attendance at games.
- 8.2 Acceptable notification of these absences can be in the form of a note, telephone call or email to the College and/or Teacher in Charge and/or Coach. Notification should be made at least 48 hours prior to training, 1 week prior to carnival events (unless in unforeseen circumstances) and 2 days prior to games.
- 8.3 If notification is being made after the game or training this must be in written form via e-mail or note and/or phone call.

# TEACHER IN CHARGE ROLES & RESPONSIBILITIES

- 8.4 If a student withdraws from an individual event or team event, she is to provide written explanation via e-mail/note providing relevant documentation e.g. doctor's certificates. If students don't provide adequate documentation and notify the Teacher in Charge within 1 week of the event date (with exemptions in cases involving injuries and illness), review of further involvement in other CGSSSA events will be undertaken.

## **Part 9 - Teacher in Charge Responsibilities**

9.1 The Teacher in Charge is to:

- i) Ensure by-laws of the relevant sport have been read and understood.
- ii) Organise coaches, umpires, selectors, venues for selection(s) and training(s), bus bookings, permission notes, supervise staff at the event on the day and provide relevant information for pathway sports e.g. online registration instructions (see Part 10 Online Registration Instructions).
- iii) Ensure all coaches have been screened and have a Working with children's clearance prior to selections being held.
- iv) Ensure the permission slip is delivered two weeks prior to the event taking place. Once names have been finalised please submit the names of girls attending to the OLSH Front Office staff for billing.
- v) Ensure that, the students have the appropriate uniform and protective equipment in order to participate.
- vi) Ensure once the event is finalised, the CGSSSA Report is finalised.
- vii) Organise selections following Part 7 Selection Process.
- viii) Ensure online registrations and submission of individual entries are completed by the cut of dates provided on the CGSSSA calendar.
- iv) Outline the responsibilities identified in the Code of Conduct for players, coaches, parents and supporters.

# ONLINE REGISTRATION PROCESS

## **Individual Registration for the following sports to attend NSWCCC Selection:**

*AFL, Baseball, Basketball, Cricket, Diving, Golf, Hockey, Netball, Rugby League, Rugby, Softball, Tennis, Triathlon, Volleyball, Water Polo*

## **Registration for the following sports is through a Diocesan/Association Selection**

You will be notified when it is time to complete your online registration

*Athletics, Cross Country, Football, Swimming, Touch, Rugby League*

Information for all sports can be found in “**Sports Specific Information**” for each individual sport

In order to participate in **ALL** NSWCCC selection trials, **you must register online** – Please download **Google Chrome** as your Browser. **Website address: [www.csss.nsw.edu.au](http://www.csss.nsw.edu.au)**

**Students not registered will not be accepted in the NSWCCC teams.**

Please use the **HELP** button to assist in this process. Please note: There are three steps to the website process:

1. **Setting up a Parent Account** (this only needs to be done once) Parents must be responsible for updating their details. (Click on **Edit my Details**)
2. **Adding your child** to the Parent Account (this only needs to be done once) Parents must be responsible for updating their child’s details. eg. Change of school (Click on **Edit "child's name" Details**) Please note: You will need to edit your child's school from primary to secondary (We recommend you type in the **suburb** to find your school). Once your child is registered their school year will roll over at the beginning of each year.
3. **Register for a sport** (this needs to be completed for each sport every year)

If you are experiencing difficulties please contact [k.lowe@csss.nsw.edu.au](mailto:k.lowe@csss.nsw.edu.au)

Some helpful tips before beginning:

## **PRIMARY CHILD MOVING TO SECONDARY SCHOOL**

- If your child has started high school and already has an account - LOGIN using your username (e-mail) and password. There is no need to set up a new account, use the login details that you set up for NSWCPS.  
Please note the following: You must **keep** the **same** account details, but you need to ensure you change your child’s **SCHOOL** details.
- To change your child’s school details, **LOGIN**. Under **ACCOUNT OPTIONS** go to **EDIT MY DETAILS**.

# ONLINE REGISTRATION PROCESS

## CREATING A LOGIN

If you have not used the website you will need to create a Log In.

Go to [www.csss.nsw.edu.au/nswccc-home.aspx](http://www.csss.nsw.edu.au/nswccc-home.aspx)

- Click Help
- Click on *I am a Parent/Guardian for a student*
- Click on *Secondary student (NSWCCC)*
- Click on *How do I get a login for the website*
- Scroll down to the information If you don't have a login
- Click on *Click here to get a new account and login*
- Complete the page titled *Parents Register Here* and click *Register* after you have completed all fields.
- You will now need to check your email account for the password and the login. You will receive a computer generated text and email with your password (you may need to check your Junk Mail if you don't receive an email)
- If you wish to change your password, go to *my account* and *Edit my Details*. Here you can change your password and add other children (Please note that your child will stay in the system and will go up an age group each year). The only time a parent will need to edit their child's details is if your child changes schools. Each year we roll the system over to progress them to their next school year.
- Always remember to click *Save your details* button on the bottom of the page.

## NOW YOU ARE READY TO REGISTER YOUR CHILD TO A SPORT

- **Login** to your account
- Click on **NSWCCC** at top of page
- Click on the sport you require
- Click on **REGISTER**
- Click on the team you wish to register for (it is a hyperlink)
- Follow the prompts to register
- Click on **REGISTER FOR THIS SPORT** at the bottom of the page to **SUBMIT** your registration
- Once you have completed your registration, both the Sports Coordinator and Principal of your child's school will be notified of your nomination via the website.
- All consent and payment for **ALL** Individual sports will be done **online** and is to be **PAID AT TIME OF REGISTRATION**
- Team sports such as Athletics, Cross Country, Football, Swimming and Touch - Diocesan/Associations may use their own paperwork for consent, payment and uniform orders but you will still need to complete an **ONLINE** registration to attend a CCC event.

**PLEASE NOTE:** You will be unable to register if the Closing Date has passed. Please check the Sports Specific Information page for these dates

**If you are experiencing any difficulties with his registration process please email  
K.LOWE@CSSS.NSW.EDU.AU or Phone 9807 1701**