



MaristCollege Canberra

SPORTS POLICY AND SPORTS CLUBS OPERATING FRAMEWORK

Purpose: To assist the members of College Sports Clubs in providing clarity of purpose and direction to all stakeholders of the sport program in their continuing efforts to foster sport at Marist College.

Relevant to: College Staff
Students
Sports Club Committee
Volunteers

Responsible Officer(s): Headmaster
Deputy Headmaster
Head of Sport
Director of Business Services

Date of Introduction: January 1994

Date of Review: 1 June 2004
May 2006
May 2011
November 2012
November 2014
October 2020

Modification History: 2020 - Detailed review to streamline governance framework

Version: 8.2

Related Documents:

- Child Safeguarding Policy
- Child Safeguarding Code of Conduct
- Code of Conduct – Marist Sports Clubs
- College Publications – Sports News Protocols
- College Uniforms Policy and Procedures
- Committee Meeting Minutes – Template
- Event Management Plan - Template
- Injury/Incident Reporting – Information for Sports Clubs
- Marist Co-curricular Grievance Process
- Marist Sports Club Executive and Committee Roles - Template
- Marist Sporting Awards
- MSA Carnival Procedures (Basketball/Cricket)
- Privacy Policy
- Privacy Information Collection Notice – Students
- Privacy Information Collection Notice – Volunteers and Contractors
- Registration and 1st Team Selection Guidelines
- Sports Presentation Evenings - Directives
- Sports Club Volunteer Training Guide
- Team Tour Procedures
- Volunteer Agreement – Template
- WWVP – Information for Sports Club Volunteers
- WWVP – Information for Sports Club Committees

Related Forms:

- Marist Sports Clubs Injury/Incident Report Form

Table of Contents

INTRODUCTION	6
MARIST SPORTS CLUBS	6
PLAYING FOR MARIST COLLEGE CANBERRA	7
SPORTS CLUB GOVERNANCE	8
ANNUAL GENERAL MEETINGS (AGM'S)	8
COMMITTEE STRUCTURE	9
HEAD OF SPORT	9
ASSISTANT HEAD OF SPORT	10
COLLEGE SPORTS COORDINATORS.....	11
COLLEGE SPORTS COMMITTEE	11
COMMITTEE MEETINGS	12
FINANCES, SPONSORSHIP AND FUNDRAISING	12
REGISTRATION FEES.....	12
SPONSORSHIP AND FUNDRAISING.....	13
WEBSITE AND SOCIAL MEDIA	13
COLLEGE PUBLICATIONS	14
RISK MANAGEMENT.....	14
PRIVACY.....	14
INJURY REPORTING	15
WORKING WITH VULNERABLE PEOPLE REGISTRATION	16
CODE OF CONDUCT	16
SPORTS CLUB ASSETS – OWNERSHIP	17
LEGAL LIABILITY.....	17
INSURANCE	17
FACILITIES	18
SANCTIONED VS NON-SANCTIONED ACTIVITIES	18
SPORTING CO-CURRICULAR GRIEVANCE PROCESS	19
INFORMAL RESOLUTION	19
FORMAL RESOLUTION PROCESSES.....	19
SPORTING MANAGEMENT	20
REGISTRATION.....	20
COMPETITION PARTICIPATION	20
TEAM NOMINATIONS	21
TEAM MEMBERSHIP	21
COACHES AND MANAGERS	22
TEAM SELECTIONS - REGISTRATION AND 1ST TEAM SELECTION GUIDELINES	23
OVERVIEW OF PROCESS	23

REGISTRATION (U10 – U16).....	23
CONSIDERATIONS.....	23
COLLEGE 1ST TEAM SELECTIONS	24
CONSIDERATIONS.....	24
FIRST'S TEAM CAPTAIN	24
TEAM TRAINING	24
TEAM UNIFORMS	25
COLLEGE TRACKSUIT	26
MARIST SPORTING AWARDS.....	26
PRESENTATION EVENINGS	26
TEAM TOURS	27
VISITING TEAMS.....	27
POLICIES, TEMPLATES & GUIDES	29



MaristCollege
Canberra

SPORTS POLICY

The Sports Policy of Marist College Canberra applies equally to all Marist students from Years 4 to 12. While it is not absolutely required that a boy plays sport for the College it is highly popular amongst boys and families and a means by which boys and families can actively participate in the life of the College.

If a Marist student elects to play a sport offered by the College it is expected that he will play for Marist College. Sports in which students can participate include: Australian Football (AFL), Basketball, Cricket, Football (Soccer), Hockey, Judo, Rowing and Rugby.

The Sports Policy is included as a condition of enrolment in the Enrolment Acceptance Form. It is explained at time of enrolment interview. Boys and parents commit to adhering to the Sports Policy when they sign the Enrolment Acceptance Form.

The Sports Policy ensures that students are not put in the position of having to play against Marist – a situation which would do serious damage to school spirit.

Representing the College in sports is a privilege not a right and students should be proud to play for their school. Ongoing or serious misbehaviour may result in a student's ability to participate in sport being withdrawn at the discretion of the Headmaster or Deputy Headmaster.

As a rule, the College does not grant exemptions to the Sports Policy, except for in the following circumstances:

1. Personal or pastoral considerations: Parents should write in the first instance to the Head of Sport, who will discuss exemptions for this reason with the Headmaster.
2. Premier League Football: Boys wishing to play Premier League Football for outside clubs may apply for an exemption as the College does not field teams at this level.
3. Aboriginal and/or Torres Strait Islander students: For students who identify as Aboriginal and/or Torres Strait Islander and intend to play for an Aboriginal and/or Torres Strait Islander team and not for Marist. The family should inform the Head of Sport before the start of each season. Such students will be permitted to play against Marist College when their Aboriginal and/or Torres Strait Islander team is playing against Marist College.

Any student who fails to comply with the Sports Policy or who plays against a Marist team will become ineligible to nominate for, be appointed to, or retain certain student leadership positions which may become available during that year or in future years. These positions include all captains, vice-captains, service or sports captains in both the Senior and Junior Schools. Only at the discretion of the Headmaster, may these requirements be waived.

Should a boy and his family choose to ignore the College Sports Policy it will bring into question the boy's continued enrolment at Marist College.

Mr Matthew Hutchison, Headmaster
December 2020

INTRODUCTION

Marist College Canberra (the College) places great emphasis on the important role which sport plays in helping create fine young men. As a school that emphasises a balanced, all-round education, the College provides a wide range of sporting opportunities for its students allowing them to play the games they enjoy in a competitive manner.

Marist College values the place of sport in forming and developing its students. While not a sports school Marist is a school with a renowned reputation for the quality of sport played and the successes enjoyed across the various sports and within each sport.

For the large proportion of boys sport provides a means by which they can participate in the life of the College.

Sport can teach a student at school that success comes with effort, courage and team spirit. It can also teach him to strive and to succeed, and how to deal with the occasional setback and so to take his place in life. For students, involvement in sport is about participation, enjoyment, health and fitness, loyalty, team cooperation, self-esteem and confidence building.

By being involved in sport, a student can win confidence in himself, life can become thrilling for him, his personality can develop as he finds himself, and as he experiences a special personal rapport with his team mates and coach. Sport can make school life happy and for many students for whom it would be dull otherwise.

Marist is a school which plays sport, it is not a sports school. This distinction is important in ensuring the correct balance exists as the College focuses on providing a truly all-round education for its boys.

MARIST SPORTS CLUBS

The College deeply values the role of the Marist Sports Clubs and their volunteers. The generosity of our volunteers along with their dedication, hard work and enthusiasm are an outstanding feature of Marist. Our Sports Clubs ensure that the College can offer a variety of sports, the boys can play the games they enjoy, the College is competitive across the age groups, and that there is depth within the age groups and that sport continues to hold a place of prominence at Marist.

The College is aware of its responsibilities in ensuring that the partnership it shares with the Sports Clubs is successful, productive and continues to fulfil the strong sporting traditions of the College. Marist is committed to supporting all the Sports Clubs and to building the best relationship possible for the good of all boys who play sport for Marist Canberra.

It is important to emphasise however that the guiding principle defining the relationship between the College and Marist Sports Clubs is that the ***Sports Clubs exist and operate to support the College in providing a range of sporting opportunities for our enrolled students.*** To ensure a proper balance exists between sport as co-curricular and the academic and other priorities of the College, it is crucial that a strong relationship and understanding based on this principle exists between the College and each sporting club.

In simple terms, the sports clubs are the means by which the different sports can be offered by the

College. The College is not merely a convenient source of players for each sport.

It is expected that the standards and expectations of the College and the values which define the culture of the College are those which each sports club is committed to embracing and functioning by. The standards Marist boys conform to must be identical in school and on the sports field.

At all times, regardless of which sport a boy plays, the emphasis is on him playing for and representing Marist College, not simply representing a particular Marist Club.

PLAYING FOR MARIST COLLEGE CANBERRA

Every sport offered at the College is valued.

What is important is that boys play for the College and play in the sport or sports they like to play. Each Sports Club has a responsibility to ensure that quality coaching is provided so that teams are competitive and that the experience for boys is satisfying and developmental.

SPORTS CLUB GOVERNANCE

All Marist Sports Clubs are non-incorporated clubs and exist and operate to support the College in providing a range of sporting opportunities for our enrolled students. The Sports Clubs are responsible for facilitating the administration tasks, ensuring the College is able to coordinate such activities for Marist boys. Given that they exist for and operate under the overarching governance framework of the College it is important that all clubs understand and acknowledge that the College reserves the right to, and will where necessary, direct the Sports Clubs and their Executive Committees in relation to their operation and governance. As such, Sports Clubs do not operate with autonomous decision-making powers.

- Sports Clubs represent the College through their President's membership of the College Sports Committee which meets three times during the school year. They also represent the College when attending their respective Sporting Association meetings.

ANNUAL GENERAL MEETINGS (AGM'S)

AGM's are required to be held annually. The date of the AGM needs to be promoted to registered families of the previous season, and this can be via email, Sports Club websites or social media for example. End of Year Presentation Evenings are a good opportunity to promote this event.

Sports Club Committee roles and corresponding duties should be accessible to potential volunteers on the club websites and should be sent out with confirmed AGM dates so that interested persons may gain adequate understanding of these important roles.

Parents of enrolled students are able to stand for Executive Committee positions. Parents of past students or friends (old boys) of Marist may stand on committees in additional titled roles outside of the Executive Committee at the approval of the Headmaster. Expressions of interest can be accepted by the current Club President prior to the date and if a person is unable to be present on the night.

The agenda at the AGM should be as follows:

1. Welcome
2. Apologies
3. Presidents Report
4. Financial Report (Standing Treasurer)
5. Committee Positions Spilled (College Coordinator to call for new President nominations)
 - Once new President is elected they will call for nominations for remaining positions
 - **Executive Members** – President, Vice President, Treasurer, Secretary and Registrar
 - **Additional Committee roles (examples)** – Coaching Coordinator, Equipment manager, First Aid Coordinator, Website/Social Media Coordinator, Game day Volunteer Coordinator and Canteen Coordinator. Clubs may have other roles that specifically relate to their activity that may not be listed.

(If there are multiple nominations for a position the forum will conduct a vote, overseen by the elected President and College Sports Coordinator)
6. Other Business
7. Date of next meeting

Minutes should be circulated to and approved by elected committee members prior to publication on the club website. This should be completed in a timely manner and prior to the next meeting.

The Club President can approach volunteers directly to fill positions that are not be filled during the AGM. This should be under the recommendation of committee members.

If a sport is unable to form a committee, the College reserves the right to review that sport's ongoing participation as part of the co-curricular options within the College.

The Roles and Responsibilities of the Executive Committee members are outlined in the [Sports Club Executive and Committee Roles – Template](#).

COMMITTEE STRUCTURE

All Sports Clubs must elect and operate an Executive Committee who are responsible for voting on club related items. The Executive Committee exists of the President, Vice President, Treasurer, Secretary and Registrar.

Additional members of the committee work with the Executive members to facilitate the administration and operational tasks involved in running the Club. These members can raise club initiatives for discussion, consideration and voting on by the Executive Committee, but they are non-voting positions.

The College reserves the right to veto any decisions voted on by the Executive Committee. For this reason, the College strongly encourages all clubs to communicate proactively with the Head of Sport and College Sports Coordinators to ensure planning and decision-making is made in collaboration with the College.

HEAD OF SPORT

The Head of Sport is responsible to the Headmaster for the administration of sport in the College.

The role of the Head of Sport includes, but is not limited to, the following:

- The Head of Sport assists and works with the Assistant Head of Sport in the promotion of sport in the College. A key task is to ensure there is maximum participation by boys in sport, done so in compliance with the College's values, expectations and standards.
- The Head of Sport is responsible for the promotion and development of sport in the College, and for promoting student, staff and parental involvement;
- Liaises with the Head of Facilities and Head Groundsman on the use and setting up of the playing fields;
- Ensures that outstanding sporting achievements are recognised throughout the year, particularly at the College Assembly;
- Is a visible presence at weekend sports;
- Works to maintain a high standard of student participation in sporting activities;
- Ensures that students are correctly attired to represent the College and liaises with the

College appointed Uniform provider for the supply of strips;

- Works to promote and maintain high standards of behaviour and play in sporting events;
- Attempts to maintain the high standard which Marist has achieved in sporting areas.
- Assist the Clubs and College Sports Coordinators as required with the conduct of the presentation evenings for Sports Clubs;
- Ensure that the sports ethos of the College is understood and promoted and that College expectations, policies and procedures are followed, including the applicable Codes of Conduct.
- Improve the standard of and support the coaching provided to students in each co-curricular sport, ensuring coaches of all sporting clubs are suitably qualified and/or experienced.
- Work with the College Sports Coordinators and the College Public Relations Officer to promote sport, sporting events, achievements, results and activities in the College through E-News, the Maristian and the College Website.
- Work with the College Sports Coordinators and all the Marist Sports Clubs to foster and maintain positive and effective relationships with the College, ensuring there is consistency between the Clubs as far as possible.
- Inform coaches when boys are not permitted to play because of school related misbehaviour.
- Ensure correct standards of conduct and representation by players, coaches, managers and supporters on and off the field.
- Work with the College Director of Business Services to ensure all Clubs and teams follow the correct procedures for procuring sports gear.
- Ensure the College Sports Policy is implemented and followed up as necessary.
- Work with the College Sports Coordinators, College Deputy Headmaster and College Risk and Compliance Manager in responding to enquiries, issues and concerns that arise from sport matters including sporting club issues.

ASSISTANT HEAD OF SPORT

The Assistant Head of Sport will work with the Head of Sport in facilitating co-curricular sporting activities in the community. The Sport Department works with the College's Sporting Club Committees to ensure successful participation for Marist students within ACT affiliated community sport, Associated Southern Colleges (ASC), ACT Schools Sports and Marist Schools Australia (MSA) Carnivals.

The role of the Assistant Head of Sport includes, but is not limited to, the following:

- Working with and supporting the Head of Sport to promote sport in the College. A key task is to ensure there is maximum participation by boys in sport, done so in compliance with the College's values, expectations and standards.
- Act as Head of Sport in their absence.
- Assist the Head of Sport in the building of a cohesive team within the community.
- Assist the Head of Sport in promoting sport across the College.
- Assist the Head of Sport in the organisation, planning and direction of the College's sport program.

- In consultation with the Head of Sport, provide support, guidance and encouragement to teachers (especially new, probationary and temporary teachers).
- In consultation with the Head of Sport, promote collaborative conversation focused on improving student outcomes.

COLLEGE SPORTS COORDINATORS

As representative of the College, the School Coordinators are the liaison between the clubs they are appointed to and the College. Importantly, their role on the Sport Club Committees is a non-voting role. They can guide decision-making, by ensuring committees are informed of the College's position on various matters, however they are not permitted to cast votes.

Responsible to the Headmaster, the role of College School Coordinators includes, but is not limited to, the following:

- Attend Committee meetings, to provide input on College policies and student issues and to provide feedback between the Club Committee and the College Headmaster and Head of Sports.
- As representative of the College Headmaster, provide feedback to the College Headmaster and Head of Sport with regard to coaching and management issues, and the financial viability of the club.
- Undertake related tasks as defined in the College Head of Sports.
- Work closely with the President and Coaching Coordinator on all Club related issues.
- Provide liaison between students, coaches and managers.
- Counsel any member who is not operating in the best interests of the Club.
- Liaise with the Head of Sport about Primary Schools Sports Association (PSSA) and Associated Southern Colleges (ASC) competitions and disseminate information to members.
- Coordinate information to be published in The Blue and Blue.

COLLEGE SPORTS COMMITTEE

The College Sports Committee is chaired by the Head of Sport. Each sport club is represented by the President and the College Sports Coordinator.

Codes represented are as follows:

Code	Competitions
Australian Football (AFL)	Winter
Basketball	Winter
Cricket	Summer
Football	Winter
Hockey	Winter & Summer
Rowing	Summer
Rugby	Winter

The Marist Sports Committee meets three times per year: once in March, August and November.

The first meeting primarily deals with the forward planning of the year. The August meeting is to review the presentation evening format and ensure that any concerns are resolved. The last meeting of the year is an evaluation process. This meeting considers any proposals which may seek to alter the existing policy.

COMMITTEE MEETINGS

Sports Clubs should conduct monthly or quarterly committee meetings based on the needs and tasks that are required to be carried out during the year. Presidents can conduct out of session business via email with committee members.

The club Secretary should call for agenda items prior to the date of the meeting and publish the agenda to all committee members with previous minutes.

The agenda at the committee meetings should be as follows:

1. Welcome
2. Apologies
3. President Report
4. Treasurer Report
5. College Coordinator Report
6. Additional items

Minutes should include ACTION items which are clearly allocated to committee members with due dates. These action items should be addressed and their status reported back on and updated at the next meeting. A [Committee Meeting Minutes](#) template is available for clubs to utilise.

Minutes should be circulated and approved by committee members prior to publication on the club website. This should be completed in a timely manner and prior to the next meeting.

FINANCES, SPONSORSHIP AND FUNDRAISING

Accurate and transparent financial reporting by Marist Sports Clubs is a crucial part of ensuring clubs remain viable. The management of club funds should be coordinated using multiple signatories, for example the President, Vice President and Treasurer. Financial reports should be tabled and discussed as a standing agenda item at Sports Club AGMs and at every committee meeting.

Financial reports should be available upon request from the College Headmaster via the College Head of Sport.

REGISTRATION FEES

The financial control of each sport is under the direction of its Executive Committee and office bearers. All clubs must have prudent financial management processes in place and ensure that the annual review of registration fees considers and ultimately provides the majority of income the club requires to remain viable throughout the season so they are not reliant upon supplementary fundraising or sponsorship.

Registration fees are reviewed annually at the end of each year by the club committee to ensure that the amount is fair and was adequate in meeting the costs associated with its operations. Fees for the following year are set by each club.

SPONSORSHIP AND FUNDRAISING

Each sports club will endeavour to secure its own sponsorship. It is imperative that, where possible, any sponsorship or fundraising sourced is primarily geared towards funding a major purchase, or supporting a specific activity such as participating in a College approved tour or MSA Carnival.

Agreements that sports clubs make in relation to sponsorship directly affect the College. Sponsorship arrangements entered into by sports clubs may have legal, business, reputational and/or financial implications for the College. Before a commitment is given to a potential sponsor the sports club needs to undertake the following:

- consult with the Head of Sport before commencing discussions with potential sponsors. This aims to avoid any disappointment by the sports club or potential sponsors after negotiations have commenced which may be deemed unsuitable to the College;
- confirm that the sponsorship arrangement is aligned with the ethos of the College;
- confirm that the sponsor's business and/or merchandising is reputable and uncontroversial, and that which would enjoy broad community support;
- confirm that the sponsor's requirements can be met by the College with the College Headmaster; and
- obtain approval from the College Headmaster for any benefits which a club may like to offer a potential sponsor.

Benefits which may be available to potential sponsors include:

- player's training gear, coach/managers jackets or shirts (subject to the *Uniforms Ordering Policy*);
- weekly advertising and endorsement in Sports Clubs newsletter and websites and social media; and/or
- temporary ground advertising for home games (subject to approval by the College Headmaster).

Sponsorship is not allowed on any student playing uniforms, except where the sponsorship relates to a tour.

Fundraising has an important role in sport, however when planning any fundraising initiatives sports clubs are urged not to cut across any major fundraising activities concurrently underway or planned by the College, and to fundraise for a specific purpose. Liaising proactively with the Head of Sport is essential in this regard.

WEBSITE AND SOCIAL MEDIA

Each College Sports Club should have a website or equivalent portal which provides the central source of truth and key communication tool for students and their families who are participating in a sport. Websites provide the opportunity post notices, announcements and match reports.

Websites are managed by a volunteer within the particular sports club, and can be supported by additional social media platforms. The College Sports Coordinator should have administrative access to social media platforms.

Website administrators, and club committees who approve communications need to be mindful of:

- privacy obligations and restraints, particularly when posting images of students; and
- permitted use of the College name, crests, logos and associated branding in accordance with the College style guide. Guidance should be sought from the College's Public Relations Officer.

COLLEGE PUBLICATIONS

The College newsletter and publications are distributed weekly (e.g. E-News and What's On). Space is allocated to cover sport at the discretion of the Headmaster.

Sports results should be emailed to news@mcc.act.edu.au and cc to paulmead@mcc.act.edu.au by no later than **Monday 4pm**.

The [College Publications - Sports News Protocols](#) are available [here](#).

RISK MANAGEMENT

Risk Management forms an important part of the College's Governance Program and our Risk Management Program is based on the International Standard for Risk Management (AS/NZS ISO 31000:2018).

Risk Management is an organisational process that assists Marist College Canberra to predict future events that may impact (positively or negatively) on our activities and to take appropriate actions to address the impact of these events.

As part of managing its duty of care to students, sports clubs should complete a risk management plan for the activities it undertakes. These plans should be prepared in accordance with the guidelines and templates provided by the College annually in March, and reviewed and completed on a regular basis as required in consultation with the College's Risk and Compliance Manager who has the overall responsibility for overseeing and implementing risk management practices, and responsibility for approving risk management plans.

All enquiries regarding risk management, including requests for assistance with preparing risk management plans, should be directed to the College's Risk and Compliance Manager via the Finance Office.

PRIVACY

Whilst Marist Sports Clubs are separate legal entities to the College, and may not be regarded as "related entities" under the Corporations Act, for all intents and purposes, they are regarded as related by virtue that they exist under the auspices of the College and membership is drawn from enrolled students of the College. Therefore, College policy is that Marist Sports Clubs are required

to comply with the Privacy Act 1988 (Cth) (Privacy Act) which incorporates the 13 Australian Privacy Principles (APPs).

The Privacy Act and the APPs impose substantial privacy obligations on the College and Sports Clubs and set out the standards, rights and obligations in relation to collecting, storing, using, accessing and correcting personal information. In simple terms, our community expect us to handle their personal information properly and we have a legal obligation to do so.

The College has appointed a Privacy Officer (the Risk and Compliance Manager) who is the first point of contact for advice on privacy matters related to the College or Marist Sports Clubs. All enquiries regarding privacy, including requests for assistance in dealing with privacy queries or complaints, should be directed to College's Risk and Compliance Manager via the Finance Office or via privacy@mcc.act.edu.au.

The College supports the Sports Clubs compliance with the privacy laws by maintaining the following documents which should be made available on Sports Clubs websites or equivalent portals:

- a [Privacy Policy](#) that sets out the types of personal information collected and held, how it is collected and stored, and the purposes for which personal information is used and disclosed by Sports Clubs;
- a [Privacy Collection Notice for Students](#); and
- a [Privacy Collection Notice for Volunteers and Contractors](#).

Sports Clubs are responsible for ensuring they understand their obligations under the Privacy Act and the APPs, should issue the Privacy Collection Notice to all families at the commencement of each sporting season (annually), and ensure that procedures are in place regarding IT and physical security of personal information, for example registration and volunteer databases.

INJURY REPORTING

Recording of injuries and “near misses” is central to Marist College Canberra's obligation to take such measures as are reasonable in all the circumstances to protect students, staff, and the wider College community from risks of harm that reasonably ought to be foreseen.

Sports Clubs must ensure that their coaches/managers follow the process for reporting injuries and near misses that occur as part of the College's sporting club activities so we can respond to and analyse the incidents, mitigate risks and put corrective actions in place where required.

The [MCC Sport Clubs Safety Incident Form](#) must be used to log incidents as soon as possible. This form is for access and use by use of club coaches and/or managers only. The link should not be provided parents/guardians to complete the form out on behalf of their child. For an incident report to be valid for both the College and insurance purposes, they must be submitted by a designated club member. A guide to the process for reporting injuries and incidents - [Injury Incident Reporting – Information for Sports Clubs](#) is available [here](#).

WORKING WITH VULNERABLE PEOPLE REGISTRATION

The College and all Sports Clubs are required to comply with the requirements of the Working with Vulnerable People (Background Checking) Act 2011. This act requires a comprehensive declaration and background check to be completed by **every adult who will be working with a Marist team**. This includes coach, managers, trainers or assistants in any of these positions.

It is a requirement of all Sports Clubs as part of the registration process to accurately collect, record and provide the list of coaches and managers to the College for validation against our records. This should be done as a matter of administrative priority and prior to any confirmation of teams or commencement of training and participation in competitions.

Volunteer lists need to be submitted via wwvp@mcc.act.edu.au email address

Registration for volunteers is free of charge, but as proof of identity is required, it is up to the individual to lodge the application. A copy of the card will need to be provided to the College. This should be scanned and emailed to wwvp@mcc.act.edu.au.

All volunteers are required to have their cards **on their person** when they are involved in the prescribed activity i.e. coaching/managing/working with the students involved with the sporting club. Originals of the WWVP cards will need to be sighted and marked off by a sports club representative before the start of the season.

Guides have been developed to outline the Working with Vulnerable People Registration process as follows:

1. [WWVP - Information for Sports Club Committees](#)
2. [WWVP - Information for Sports Club Volunteers](#)

CODE OF CONDUCT

It is the responsibility of all coaches, managers and parents that the standard of behaviour of students representing Marist College is beyond reproach.

Codes of Behaviour should be distributed to all players and their families as part of the registration process or at the commencement of the season to all participating families. The [Code of Conduct for Marist Sports Clubs](#) is available [here](#).

Any problems encountered by coaches at training sessions or games which they consider to be serious and requiring attention by the school, should be referred to the College Sports Coordinator and in turn may be referred to the Head of Sport.

Any player sent from the court/field during a game must be reported to the appropriate College Sports Coordinator as soon as possible after the incident. Each ACT Junior Association has a disciplinary process for handling such incidents. The situation may also warrant action by the Head of Sport which will be taken in consultation with the College Deputy Headmaster and Club Committee.

SPORTS CLUB ASSETS – OWNERSHIP

The assets purchased by sports clubs are the property of the sports clubs. Should a club dissolve, the assets should be gifted to the College for use by the students.

Asset protection is provided by virtue of the College's Composite Property Insurance policy. Any assets held offsite from Marist College at Marr Street Pearce, are required to be recorded in an inventory along with the address of their stored location and forwarded to the College Director of Business Services prior to 28 February of each year in order to be included in the College's insurance review program.

Further information can be obtained by contacting the College Director of Business Services, via the Finance Office.

LEGAL LIABILITY

Marist Sports Clubs coaches and managers predominantly act in a volunteer capacity. These people are covered under the College's insurance policies so long as they operate with the acknowledgement and authorisation of the College and are subject to the direction and control of the College authority.

Coaches and managers who are voluntary workers are covered under the College's Voluntary Workers' Personal Accident insurance policy for injuries sustained while at training or at a match or while performing any other voluntary work for the College under the control of the College.

Details of College Insurance policies are outlined in the Insurance section (below).

INSURANCE

Marist College Canberra holds a number of insurance policies with Catholic Church Insurances Limited. The insured includes sports clubs (including their committees and officers from time to time) for their respective interest and to the extent that they are not more specifically insured.

Some of the policies held by the College that may be relevant to sports clubs, included, but are not limited to the below:

Public Liability Policy

Covers legal liability to third parties for bodily injury, property damage and advertising liability occurring during the period of insurance and happening in connection with the Insured's business.

Professional Indemnity – Schools (Master Policy)

Covers breach of professional duty by reason of any negligent act, error or omission including legal liability for libel, slander, loss of documents and any fraudulent, criminal or malicious act of an employee, agent or voluntary worker.

Composite Property Insurance Policy

Covers physical loss or damage to property by or for which the College is responsible.

School Care (Student Accident) Policy

Covers student accidental injury and disability sustained during a College sanctioned activity, including out of hours sports activities.

Personal Accident - Voluntary Workers Policy

This policy provides personal accident protection for Voluntary Workers engaged in voluntary work on behalf of the insured. Cover includes protection for Voluntary Workers travelling to and from their voluntary work. Lump sum benefits are provided for accidents as are weekly benefits and non-Medicare medical expenses. Voluntary Workers are unpaid workers. The policy does not apply to persons under 10 yrs of age and limited to persons over 80 years of age.

Further information regarding College insurance policies can be obtained by contacting the College Risk and Compliance Manager, via the Finance Office.

FACILITIES

Significant effort and resources are dedicated by the College towards the provision of fields and facilities of the highest possible quality. Sports clubs are encouraged to make the most of these facilities whilst respecting them and appreciating that they are required for use by teachers and students during the week as well as other sporting clubs.

The fields and facilities receive heavy use throughout the year and at times, particularly at change of season, fields will be closed to enable resting and/or renovation. Whilst ground closures can cause inconvenience and disruption to training programs, they are necessary to ensure quality and safe playing surfaces that will endure a full sporting season.

Requests for facilities bookings outside of regular training programs can be made by contacting the Head of Sport.

The maintenance and renewal of College facilities utilised by Marist Sports Clubs for training or competition is carried out as a joint responsibility between the College and Clubs. The Headmaster via the Director of Business Services may approach clubs to assist with financing such projects and these contributions enable the College to provide high standard facilities.

SANCTIONED VS NON-SANCTIONED ACTIVITIES

Any situation which involves a Marist Sports team traveling away as a group for a social event/weekend where they identify as representatives of the College (i.e. make bookings or plan friendly games), requires application to and authorisation from the Headmaster via the Head of Sport. Without explicit authorisation from the Headmaster, and corresponding risk management plans in place, these activities should not be planned and under no circumstances should proceed.

Non-sanctioned activities can proceed on the basis that groups do not present themselves as being from the College or members of a Marist Sports Club and this must be clearly explained to all participants in writing, stating that the College does not take responsibility for the conduct of these students or the activities undertaken. The Club concerned, and the individual coaches, need to take into account the insurance implications of any such event or trip.

SPORTING CO-CURRICULAR GRIEVANCE PROCESS

During the course of any sporting co-curricular activity, students, parents, volunteers or members of other sporting communities such as opposing teams and sports clubs may raise concerns or provide feedback about particular matters or incidents that occur. Examples of scenarios when this can occur includes team selection processes and criteria, concerns for player safety or the conduct of players or spectators.

The College and Sports Clubs are committed to handling grievances and complaints effectively and efficiently in accordance with the principles of honesty, transparency and justice.

INFORMAL RESOLUTION

The vast majority of issues causing concern in sport come from misunderstandings or incomplete understandings. Students/parents or volunteers are always encouraged to, in the first instance, to have an informal conversation directly with their team coach or manager regarding any issues of concern. If this does not clear up the issue, then the [Marist Co-Curricular Grievance Process](#) should be followed and is designed to assist in effectively handling and resolving these issues.

FORMAL RESOLUTION PROCESSES

These processes include the following:

1. Team Management related grievances or complaints process
2. Student Behaviour and/or on court/field disciplinary process
3. Sports Association Complaints/Show Cause Notices process

SPORTING MANAGEMENT

REGISTRATION

Each Sports Club is responsible for the process and management of player and team registration. This process is predominantly electronic.

Winter Sport registration open in February.
Summer registrations open in August.

It is imperative that the data collection for registration includes the request and capture of College student IDs. Clubs must ensure this data field is included in their registration forms.

As part of the annual registration process, the following documents, available from the [Marist Sports Clubs Document Portal](#), should be provided to all players and their families:

- Code of Conduct – Marist Sports Clubs
- Marist Child Safe Adult Code of Conduct
- Marist College Child Safeguarding Policy
- WWVP – Information for Sports Club Volunteers

COMPETITION PARTICIPATION

Marist College participates in the ACT Junior Association competitions, the Associated Southern Colleges competition and selected statewide competitions.

Participation in ACT Secondary Schools Sports Association competitions is possible, but playing these games and travelling to venues must take place outside of normal school hours. Participation in these competitions must be coordinated through the College Head of Sport and will need to be authorised by the Head of Senior School.

Marist College Canberra participates in the Marist Basketball and Cricket carnivals as a foundation participant. See the [MSA Sports Carnival Procedures](#) available [here](#).

The following schedule outlines the current level of College participation:

Code	Competitions
<u>Australian Football (AFL)</u> Under 10 - Under 18	ACT Junior Competition ACTAFL Rising Stars Competition
<u>Basketball</u> Under 10 - Under 18 Primary School Year 7 & 8, 9 & 10, 11 & 12	ACT Junior Competition Jamie Pearlman Cup ASC Tournament
Senior Team	Marist Carnival ACT Schools Competition National Schools Competition

Cricket

Under 10 - Under 18
Under 10 - Under 18
Under 10 - Under 18

ACT Junior Competition
ASC Competition
Marist Carnival

Hockey

Under 11 - Under 18
Year 7 & 8, 9&10, 11&12

ACT Junior Competition

Football

Under 10 - Under 18

ACT Junior Competition
Kanga Cup

Rugby

Under 10 - Under 16
1st XV, 2nd XV, 3rd XV

ACT Junior Competition
ASC Competition
Matt Giteau Cup

Rowing

Year 8-12

ACT Regattas
Invitation Regatta's Sydney

TEAM NOMINATIONS

When sports clubs are deciding upon their team nominations for the season it is important to consider the following:

- Teams should not be entered in any competition unless there is a full complement of players. ***Teams are not to be entered on a 'wish' or 'hope' basis.***
- Whatever the sport, membership of a team includes the commitment to train regularly.
- If it becomes clear that a player or players is/are not attending training, the College Head of Sport should be notified and consideration will be given as to if it's necessary for the team to be withdrawn from the competition.

The reasons for this policy are twofold:

1. Fairness to all the members of a given team; (It is unfair if some team members train and others do not bother); and
2. For reasons of liability. (College teams are not to take the field in any sport without being able to substantiate that they train regularly. Such a situation could be construed as negligence, and in the event of an accident the College could be liable).

All nominated teams must have a coach. In the event of the coach being unable to continue in a coaching position, if a suitable replacement cannot be found, the team is to be withdrawn from the competition.

TEAM MEMBERSHIP

Those playing for Marist sports clubs must be current students of Marist College. A student who has formally been accepted to attend Marist College can participate in the cricket or hockey season covering Term 4 in the immediate year before he begins at Marist College.

Former students are not permitted to play for a Marist Sports Club for the following reasons:

- The situation of a young man leaving Marist but wanting to continue to enjoy the benefits of the wide sports program is ultimately untenable.
- If conflict or poor behaviour were to arise, the Club and Marist College would have no real authority over the individual concerned.
- The former student would not be adequately covered under College insurance policies.

Exceptions or exemption can only reasonably be made where there is a clear intention of proximate enrolment in Marist College. Approval must be provided by the Headmaster.

COACHES AND MANAGERS

The coaching and management responsibilities for Marist Sports teams are taken on by generous teaching staff, parents, old boys and current students. The College attempts to have the senior team of each code coached by a member of staff.

The appointment of a senior team coach **who is not a member of staff** must have the prior approval of the Headmaster through the Head of Sport.

The appointment of coaches or managers must have consideration to the following options in the following order:

1. Suitable College staff who are available in accordance with the College Staff Co-Curricular Policy
2. Suitable Volunteers who have expressed interested through the registration process
3. Clubs seeking additional support outside of the above two streams.

The appointment of any coach who has no direct past or present contact with the College must first be referred to the Head of Sport for consideration and approval.

To ensure that the standard of coaches available to the students is kept at a high level, all coaches are encouraged to complete the appropriate coaching accreditation course. All current students who wish to coach are encouraged to complete the appropriate coaching accreditation course.

Student coaches are primarily available to participate as Assistant coaches, but where needed to fulfil the role of coach they must be actively pursuing formal coaching accreditation. If this qualification is not gained by the middle of the season this student may not be able to continue in the role of coach. Teams in such a position need to have appropriate direct adult supervision during training and games. For example, a parent manager.

Clubs are to inform coaches about the availability of accreditation courses. Financial assistance may be available through the relevant Marist Sports club.

Each Sports Club should carefully select the most qualified and most suitable personnel available to carry out the duty of training and coaching teams. Any difficult appointments should be decided in consultation with the Head of Sport, who may in turn refer them to the Headmaster.

All Sports Clubs and the College will work together to ensure that all coaches have basic knowledge and/or training in:

- the ethos of College Sport;
- codes of conduct
- training techniques;

- rules and laws of the various games ;
- First Aid;
- other appropriate areas of knowledge.

To make it clear that coaches and managers are performing tasks on behalf of the College, each coach and manager will be provided with an email from the club acknowledging the fact of his/her appointment to a particular team for a specified season. A [Volunteer Agreement](#) template is available here.

The College encourages volunteers to work collectively in the coaching and management of a team where there are multiple nominations for these roles.

TEAM SELECTIONS - REGISTRATION AND 1ST TEAM SELECTION GUIDELINES

OVERVIEW OF PROCESS

To assist Marist Sports Clubs (Presidents/College Sports Coordinators) in the process of administering the registration process and in the selecting College 1st Teams. The document contains the guidelines that need to be considered in coordinating the annual registration process which promotes maximum participation and successful open 1st teams' trials and selections.

REGISTRATION (U10 – U16)

Marist Sporting teams are involved in age-based competitions. Thus, the initial starting point of any registration process is by age group.

Boys are to play within their age group. Throughout the U/10-U/16 age groups, boys are not promoted up an age group based on ability, if Marist is represented in the highest division of their age.

Playing sport promotes opportunities for boys to develop new friendships. A request to play out of their age group due to friendships is not deemed a valid reason.

During some years, the registration process may generate issues within age groups which cause difficulty in forming viable teams due to the number of boys registered. If this scenario presents itself, Club Presidents and College Sports Coordinators will facilitate the process of moving boys to ensure the college can provide viable teams and promote the opportunity for maximum participation of all boys.

The College Head of Sport is to be consulted if there are any concerns raised during this process.

Family circumstances that are brought to the knowledge of the College or Club will also be considered to ensure that we support the needs of that family.

CONSIDERATIONS

1. Boys registered in their age group and who are in the higher Year level at school should be approached first. Moving these boys to play with his school year peers may help ease any concerns of the student in being moved up an age group.

COLLEGE 1ST TEAM SELECTIONS

All College 1st Teams are Open Trials – Each year the College endeavours to select the best possible 1st teams within each sport. This means students from younger year groups may choose to trial for 1st team selection. Some sports may have restrictions (set by the governing bodies) in place that limit the age of participants due to safety concerns.

Before College 1st teams and Captains are announced please ensure the Headmaster has approved these appointments.

CONSIDERATIONS

1. A younger age player selected for a 1st team needs to be identified as an **exceptional athlete** whose abilities exceed that of any potential player from within the senior cohort.
2. A younger age player **should not** be considered for 1st team selection if their ability is to be considered of equal ability of the majority players within the senior group.
3. The selection of a younger player/s in a 1st team cannot be considered if the selection generates an issue where numbers may have an impact on the ability to nominate a team for that lower age group.
4. The selection of a younger player/s in a 1st team for sports that have limited opportunities for senior boys to play must demonstrate inclusive practices that incorporate all registered participants being given ample opportunities to represent the College. The opportunity for senior players to represent the college is to be considered a priority if there is no other avenues for the senior player to represent the college in his chosen sport.

Example - Under age players are to be provided with opportunities to come into the team on a rotational basis while still playing in their age group.

5. Please ensure the selection of a younger age player/s is within the rules of competition set out by the sport's governing body.

FIRST'S TEAM CAPTAIN

This is a position which carries with it honour and responsibility. There should only be one Captain and one Vice-Captain nominated per team. The decision of selecting the Captain of the senior team in each sport club lies with the team coach. **Before this decision is made public, the name of the prospective captain is to be given to the Headmaster for his approval. Ample time needs to be allowed for the Headmaster to consider the nominations.**

TEAM TRAINING

An integral part of playing sport is the preparation and training involved. All students representing Marist College are expected to honour the training commitments of their team. In the interests of fairness, team spirit, skill development and providing positive role models for junior teams, it is essential that all players in the senior team of each code are present at all training sessions.

Allocation of the school ovals is done by the Head of Sport in consultation with the Head Groundsman. Bookings of other grounds by certain sports clubs are managed by their committee.

Students playing cricket and/or rowing must honour their training commitments before they attend pre-season training for the winter sport of their choice. Winter sport training commitments must also be honoured before students attend pre-season cricket training or rowing training.

It is envisaged that in neither of these situations students would be disadvantaged regarding team selections.

TEAM UNIFORMS

All sports clubs at Marist College have a specific uniform for their sports teams. All players who take the field to represent Marist College should be correctly attired.

Uniforms for all players can be purchased via the College clothing shop. The College has approved Alinta Clothing as the sole provider of Marist Canberra uniforms. The College colours are Blue and Blue and these are non-negotiable colours for all College uniforms, including sports club attire. The College has the final decision in the uniform ordering.

The College has the responsibility for the “look and feel” of the Marist image. The Marist crest and logo is subject to copyright and is the intellectual property of the College. The centralisation of both College and Sports Club related uniform purchasing provides the college with the capability to monitor the quality of garments and ensure the standardised use of the College crest, logo and colours in line with College expectations. This also includes the use of sponsorship logos.

Clubs are required to understand and comply the **College Uniforms Ordering Policy and Procedures**. This document provides a detailed guide to the tasks that need to be completed in order for a Marist Sports Club to order club sporting attire or request changes to existing approved apparel.

Being chosen in a senior team is an honour and carries with it a certain amount of responsibility. In recognition of this honour the College has a policy of presenting the relevant shirt / jumper to the senior players each year. The presentations are made at a College assembly. This is a fitting tribute to senior players, the majority of whom have usually represented the College for six years or more as juniors.

The College covers the cost of the 1st Teams uniforms. The approved items are for presentation to each team are:

- Australian Rules Jumper
- Basketball Shorts & Singlet
- Cricket Cap
- Football Shirt
- Hockey Shirt
- Rugby Jumper
- Rowing Suit

The team uniform requirements for each code are as follows:

Australian Rules blue and blue jumper (supplied by the club)
 Australian Rules shorts
 royal blue socks (senior & junior)

Basketball	singlets (supplied by the club) basketball shorts basketball socks – white sport socks
Cricket	white cricket shirts and pants College blue cap or wide-brimmed hat (Greg Chappell style)
Football	Sky blue shirt (supplied as team sets by the club) royal blue shorts royal-blue and sky-blue striped socks (junior & senior)
Hockey	sky-blue royal-collared polo shirt, PE shorts blue and blue hooped socks (junior & senior)
Rugby	blue and blue rugby jumper navy rugby shorts blue and blue hooped socks (junior) sky-blue royal bands socks (senior)

COLLEGE TRACKSUIT

A Marist College tracksuit is available through the College Uniform Shop, which is recommended wear for all students during physical education lessons. This tracksuit is the only one to be worn as part of a Marist College team uniform by any code, junior or senior.

MARIST SPORTING AWARDS

The award structure has been designed to recognise the participation of all students and to acknowledge the high achievers in each team. A full list of awards for all sports at Marist is provided [here](#).

If the senior team in any sport wins their competition the participation pennant may be replaced by a medallion, provided by the College. The Head of Sport will consider requests and seek approval from the Headmaster.

The participation pennants, medallions and plaques for the major awards are provided by the College. The cost of engraving is the responsibility of each club. The costs of medallions and plaques will be invoiced to clubs for prompt payment. The practice of the club or coach presenting players with awards other than those stated in the award list is not encouraged by the College as it may disadvantage those sports clubs which are not in a strong financial position.

Any perpetual awards need to have a set of clear criteria under which the awardee is awarded.

PRESENTATION EVENINGS

Each club has a presentation evening at the end of the season to acknowledge the participation of all the players. To ensure the smooth running of such a function directives for sports presentation evenings are provided to assist in the planning stage. The directives are available [here](#). These

evenings should be organised jointly by the Coordinator and the club committee. Setting up of the gym for the evening should be done with the least disruption to the afternoon's activity and notified to the ground staff for assistance.

TEAM TOURS

Team tours can be a very worthwhile and educational experience for the players. All tours must be officially sanctioned by the Headmaster well in advance of the intended tour date. Initial expressions of interest to conduct a tour must be made via the Staff Coordinator of that sport.

Tours must be initiated by a member of College staff, and not via approach from club to staff member.

A high standard of dress, behaviour (both on and off the field) and co-operation with team management is expected from all players whilst they are on tour as representatives of Marist College.

When a sports club is considering a tour, the following guidelines are to be followed:

- Initial expressions of interest to conduct a tour must be made via the College Sports Coordinator of that sport.
- The mandatory attendance of a staff member on tour will be considered by the Headmaster for each individual tour.
- All players chosen to tour should have displayed a definite commitment to the team during the year, evidenced by their regular attendance at training, games and team meetings.
- All players chosen to tour should be approved by the College in advance of their invitation to participate.
- Destination and dates of the tour are to be decided upon at the beginning of the year.
- The tour must involve playing of a game or games.
- Tours are to be taken during ACT school holidays. No more than one day out of school time is permitted.
- Expected behaviour is as at school: no alcohol no smoking is permitted.
- All students are to wear a uniform while travelling to the destination i.e. school uniform, school tracksuit, or casual team uniform. School uniforms should be worn at the official function.
- School tracksuit is to be worn when students are at the match.
- All players touring for a particular sport should have played that sport for the College in the year prior to their senior year.
- Tour budget and risk management plan should be approved in advance by the College Director of Business Services on behalf of the Headmaster.

VISITING TEAMS

Opportunities exist for this to occur during the state wide competitions and invitation matches against interstate and overseas teams. The organisation for this is to be undertaken by the College School Coordinator in conjunction with the relevant Sports Club committee.

Adequate notice must be given to the Head of Sport.

Visiting teams are required to make their own arrangements for accommodation as the College does not encourage billeting arrangements. Specific requests to consider billeting options for visiting teams requires notification to the Headmaster for consideration.

POLICIES, TEMPLATES & GUIDES

https://maristc-my.sharepoint.com/:f/g/personal/30508_mcc_act_edu_au/EIK0oEIBQjFCnEkWI1-r6aMBGnG8h3LXO3A1asGMelTfxQ

Child Safeguarding Policy
Child Safeguarding Code of Conduct
Code of Conduct – Marist Sports Clubs
College Publications – Sports News Protocols
College Uniforms Policy and Procedures
Committee Meeting Minutes – Template
Event Management Plan - Template
Injury/Incident Reporting – Information for Sports Clubs
Marist Co-curricular Grievance Process
Marist Sports Club Executive and Committee Roles - Template
Marist Sporting Awards
MSA Carnival Procedures (Basketball/Cricket)
Privacy Policy
Privacy Information Collection Notice – Students
Privacy Information Collection Notice – Volunteers and Contractors
Registration and 1st Team Selection Guidelines
Sports Presentation Evenings - Directives
Sports Club Volunteer Training Guide
Team Tour Procedures
Volunteer Agreement – Template
WWVP – Information for Sports Club Volunteers
WWVP – Information for Sports Club Committees