

**Waltham Cross & District Primary School Sports Association
(WDPSSA)**

Members Handbook 2017 - 2018



www.wdpssa.co.uk

Forward

I am delighted to introduce the 'Waltham District Primary School Sports Association' as an association. We aim to give as many children as possible their first taste of competitive sport. The association is made up of 20 primary schools from the local area and each school has a staff representative.

In addition to both football and netball leagues on the east and west of the A10, a number of tournaments are held throughout the course of each academic year. The association's flagship event is the hugely popular and successful District Sports held at the Lea Valley athletics complex, such events provide huge opportunities and experiences for children of all ages.

All members of the association strive to encourage children to compete in sport at the highest level they possibly can whilst respecting their opponents and all officials. All teams are encouraged to display a strong sense of teamwork and fair play.

I would like to take this opportunity to thank all the association representatives and Primary Headteachers for their hard work and support over the years. Long may we work in partnership to ensure our children continue to benefit from such amazing opportunities and experiences.

Scott Woodhouse
Chairman – WDPSSA

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Code of Conduct for Member Schools

Junior Players

As a member school of the WDPSSA, your players are expected to abide by the following junior players code of conduct:

- Play is for the fun of it, not just to please parents or coaches.
- Play by the rules.
- Never argue with the referee's decisions.
- Control your temper.
- Respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
- Work equally hard for yourself and your team, thus your team's performance will benefit and so will your own.
- Be a good sport. Applaud all good play, whether by your team or by your opponent.
- Treat all players as you would like to be treated. Don't interfere with, bully or take unfair advantage of any players.
- Remember that the goals of the game are to have fun, improve your skills and feel good.
- Don't be a show off.
- Co-operate with coaches, team-mates and opponents; without them you don't have a game.
- One more thing, cherish sport for what it is - FUN! No more, no less.

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Updated and Reviewed: September 2017

Code of Conduct for Member Schools

Parents / Carers and Guests

Parents / Carers and Guests of Member Schools are required to abide by the provisions of this Code of Conduct and any subsequent updates as may be in force from time to time, and by their presence at WDPSSA events or activities are deemed to have accepted and to abide by the provisions of this Code and any other relevant Codes of Conduct, Rules or Regulations the Club has adopted.

All Parents / Carers and Guests of **Member Schools** will:

- Do not force an unwilling child to participate in sport
- Children should be involved in sport for their enjoyment, not yours!
- Encourage your child to play by the rules
- Teach your child that honest effort is as important as victory, so that the result of each game is accepted without undue disappointment
- Turn defeat into victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a game
- Help winning teams to empathise with the losing team
- Children learn best by example. Applaud good play by both sides
- Do not question the referees or umpire's decisions in any way
- Remove all verbal and physical abuse from children's sport
- Recognise the value and importance of volunteer coaches and helpers. They give their time and resources freely for the benefit of your child

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Safe Guarding and Child Protection Policy

The term child protection has been changed to safeguarding as it reflects the wider responsibility for health & safety & prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as:

“Doing everything possible to minimise the risk of harm to children and young people.”

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This could include:

- ensuring staff are properly checked when they are recruited
- guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children safe
- guidelines for planning an event or activity with children and putting measures in place to minimise the risk of safeguarding issues occurring.

Whilst the vast majority of those children who engage in sporting activities do so in perfect safety, a small number are at risk of abuse from individuals who involve themselves in sport in order to gain access to children.

All teachers who accept responsibility for the safety and welfare of pupils engaged in inter-school activities approved and arranged by the Waltham and District Primary Schools’ Sports Association must take all reasonable steps to minimise the risk of child abuse.

Sports activities take place in a variety of venues, and therefore procedures for child protection will be based to a large extent on local conditions.

The following general guidelines should be followed where appropriate:

Staff Ratios

Ratios should be based on LEA recommendations. In cases of mixed activities, male and female staff should be available.

Changing Rooms

When pupils use changing rooms they should be supervised by two members of staff. With younger children everyone should remain in the changing room until the last child is ready.

Collection by Parents/Carers

There should be clear school policies which define the procedure for the collection of pupils from sports activities based on the age of the pupils and the location and parents/carers must be made fully aware of where the teacher’s responsibility ends and their responsibility begins.

Pupils must not be allowed to leave the venue unless the teacher-in-charge has verified that they are being taken by the parent or some other person authorised by the parent or that written permission has been given for them to make their own way home.

Should the parent be delayed on the way to collect a child, attempts should be made to make contact by phone if possible to seek instructions. The child must not be sent home with another person without the parent's permission. If the parent cannot be contacted, the teacher must wait with the child at the venue with other staff/voluntary assistants or parents present if at all possible.

Volunteers

The use of volunteers is encouraged provided they have undergone the vetting procedure operated by the L.E.A./school and have been accepted as suitable persons to work with children.

Health and Safety

In all sports activities the possibility of injury is ever present but fortunately serious cases of injury to pupils are rare. However, it is imperative that they are dealt with speedily and appropriately and that parents are able to be contacted without delay.

All teachers involved in inter-school sport must be fully aware of procedures for summoning emergency services.

Teachers accompanying groups of pupils to 'away' venues should carry with them home addresses and telephone numbers of all those in their charge and a first aid kit.

Where considered necessary by the organiser of a sports event, attendance by qualified first aid personnel should be arranged.

The appropriate report form should be completed following an injury sustained by a pupil and the names of any witnesses should be taken.

This policy applies to all those involved in **Waltham and District Primary School Sports Association (WDPSSA)** coaches, administrators, officials, volunteers.

The **WDPSSA** has adopted and implemented –

**The Sport England Child Protection Policy – including NSPCC & Sports Coach UK
Hertfordshire Safeguarding Children Board (HCC) – Child Protection Procedure
The ECB 'Safe Hands – Welfare of Young People' Policy.
England Basketball – Child Protection Regulation
The Football Association – Safe Guarding Children & Young People in Football**

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Equality Policy Statement

The **Waltham & District Primary Schools Sports Association** is committed to ensuring that equity is incorporated across all aspects of its development and provision. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

- Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- The WDPSSA respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The WDPSSA are committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- The WDPSSA has a responsibility to oppose discriminatory behavior and promote equality of opportunity.
- The WDPSSA will deal with any incidence of discriminatory behavior seriously, according to organisations disciplinary procedures.

Updated and Reviewed: September 2017

Risk Assessment Policy: Inter School Activities

Any teacher who takes on responsibility for the organisation of an inter-school sporting event has a duty to undertake a thorough examination of the venue, whether it be playing field, athletics stadium, sports hall or open country, in order to ensure that any potential hazards which could reasonably be regarded as significant have been assessed and any necessary precautions taken to safeguard pupils from harm.

The following steps should be taken: -

Look for conditions which have a potential to cause harm, for example: -

- Furniture or similar items in close proximity to a basketball court
- Unsafe fences, stiles etc. on cross-country courses
- Unsafe structures in changing rooms

Decide on the level of risk bearing in mind the nature of the activity and the number of pupils involved

Decide on the precautions that need to be taken, if any, in order to minimise the risk, for example: -

- Removal of any obstacles
- Roping off hazardous areas
- Putting people on guard
- Increasing staffing ratios
- Displaying warning signs

Any situation regarded as a significant risk to pupils must be reported to the appropriate authority without delay.

Responsibilities for events held at schools

As regards events held at schools, the Headteacher of the school concerned has overall responsibility for health and safety. Teachers bringing teams to events should make sure that they are happy for their team to take part. Once they do so, they are accepting that they are content with the arrangements and that any incidents involving their children are then their responsibility. This goes for events held at other venues also.

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Photography Policy

Permission for the use of photographs and recorded images

The Waltham and District Primary Schools Sports Association (WDPSSA) recognises the need to ensure the welfare and safety of all Young People within the activities in which they participate. As part of this commitment we will not permit photographs, video images or other images of Young People to be taken or used without the consent of the school and the young people parent/carers.

The WDPSSA will follow the guidance issued by Hertfordshire County Council (Children, Schools and Families) on the use of images in Hertfordshire schools, which is available on <http://www.thegrid.org.uk>. The WDPSSA will take steps to ensure that these images are used solely for the purpose they are intended, which is the promotion and celebration of the WDPSSA and schools activities. If you become aware that these images are being used inappropriately you should inform the WDPSSA immediately.

If photographs e.g. team or action shots, are submitted to the Press or published on our website, individuals will not be identified. In circumstances where there is a need to identify an individual in the press, parental permission will be sought beforehand.

Please note: The WDPSSA understands that there are circumstances under which a parent/school would not wish their children to be photographed. Whilst we will do all that it can to ensure the safety of children during events, it is the responsibility of the parent/school concerned to ensure that if necessary their child is not videoed or photographed. The WDPSSA is unable to supervise individual children during activities or competitions.

Reviewed and updated: September 2017

Results Reporting Procedures

Results for all competitions will be communicated in the following ways

- Posted on www.wdpssa.co.uk

Leagues and on going Competition Results

- **Netball Leagues** – **East Netball League** due to the number of entries the **EAST league** will be required to play home and away fixtures with each school in the league.
- **Points System all Leagues** - To encourage participation members have changed the point system to 3 points for a win, 2 points for a draw and 1 point for a loss.
- **Non played Matches** - As with the 2015 16 season - No points can be awarded for any non-played games for any reason, please be as accommodating as possible when arranging games with other schools, thank you.
- **Cut-off Date for League positions** - Please note that all games in Netball and Football Leagues should be completed by 17th March 2017 (no extensions to this date will be added this year).
- Football and Netball finals day will be on 18th April 2017
- **Matches** - Good practise from previous seasons is to try and play 50% of all your games before the Xmas break, please note in the 4 weeks run up to the league cut-off date a lot of fixtures are normally played therefore it may prove difficult to arrange matches during this period. Dewhurst St Marys expressed an interest to play some league fixtures at Cheshunt FC, during the winter this would be arranged at school contact level.
- **Finals Day Qualification** - Schools that have more than 2 matches outstanding (to be played!) by deadline day will not be eligible to qualify for Finals Day.
- From previous successes, agreed to carry on the agreement of; No points are awarded if a game has not been played – for whatever reason.
- If no schools in a league have played the required number of games – The Top Two Schools qualify for finals day.
- If no league games have been played by Xmas by a school, the Chairman will ask the school (s) to formally withdraw from the league.
 - **A League Football** – Top two teams from the East & West League to qualify – playing a semi-final and final for the Championship.

- **B League Football** – Top two teams from League to qualify – playing a final for the Championship.
- **Girls Football** – Top two teams from League to qualify – playing a final for the Championship.
- **B League Football** – Top two teams from League to qualify – playing a final for the Championship.

- **A League Netball** – Top team from the East & West Leagues to qualify – and play a final for the Championship.
 - This will be played as a home and away fixture combined score, and to be arranged at a mutually suitable time between the two schools before the end of the summer term.

The Home team is responsible for reporting the result of each game – please click the link here to report results <http://www.wdpssa.co.uk/results-notification/>

A link to this page can be found on the League pages on the website www.wdpssa.co.uk

Football & Netball League Pages – click the links below

<http://www.wdpssa.co.uk/footballleagues/>

<http://www.wdpssa.co.uk/netball-leagues/>

Festival and Event Results

Results for all festivals and day/afternoon events will be collated on the day as the festival takes place and will be announced on the day. Then posted on the website within 7 days.

WDPSSA Contacts

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