



Sports Policies

Here is a comprehensive listing of the Sports Policies that participants and parents need to be fully aware of. If you require any further information from the Sports Department please do not hesitate to get in contact using the contact details within this section.

Transport to Sporting Events

Transport to and from weekly sporting events varies

Weekly sports played after school

Where possible transport will be arranged for students who are playing games immediately after school (3.20-4.15pm). Students playing later than this will need to organise their own transport. Parent/guardians are required to collect/arrange collection from the event at the end of each game/match.

Sporting events during school day

Transport will be provided for all sporting events that take place during school hours.

National, Regional Events & Local Sporting Events

It is an expectation that when sports teams are travelling to an event that all students travel with the team, except in exceptional circumstances, this also covers staying together in accommodation that has been booked by the school. This is to enhance team cohesiveness, school spirit, school pride and safety, as well as helping with budgeting costs.

Safety Action Plans are required to be submitted to Senior Management for every sporting event that OGHS students are involved in. Health and Safety laws along with Ministry of Education laws are to be adhered to by all staff.

All bookings for sports trips are made by the Sports Coordinator.

IMPORTANT: Otago Girls High School values of Respect, Kia Whakaute, Integrity, Kia Pono and Positivity, Kia Hihiri and the OGHS school rules are to be displayed during school hours, at sports training sessions and games/matches, failure to display these rules and values may result in students not being able to represent the school.

Uniform Guide

Almost all teams are provided with a sports uniform. If a sports uniform is not provided students are required to be in school PE uniform when competing for OGHS.

Students travelling to Otago, South Island or National sporting events are expected to wear either travel uniform, school tracksuit or OGHS PE uniform when travelling to and from these events.

Sports Uniform Hire

The hire fee for all sports uniforms is incorporated within the individual sporting fee.

Aerobics	students provide own costume
Athletics	top provided, navy shorts/spandex students to provide
Badminton	OGHS badminton top provided
Basketball	uniform provided
Canoe Polo	no uniform required
Cricket	OGHS top provided
Cross Country	top provided, navy shorts/spandex students to provide
Curling	OGHS curling top provided
Cycling	OGHS PE uniform
Equestrian	saddle covers and helmet caps provided
Fencing	OGHS PE uniform
Football	uniform provided
Futsal	top provided, navy shorts student to provide
Handball	OGHS handball top provided
Hockey	uniform provided
Ice Hockey	top provided, navy blue tracksuit pants provided by student
Multisport	OGHS PE uniform
Netball	uniform provided
Orienteering	OGHS PE uniform
Rock Climbing	top provided, navy shorts student to provide
Rowing	tops provided, some students purchase rowing suits
Rugby	Playing jersey & shorts provided socks provided by student
Rugby 7's	Playing jersey & shorts provided, socks provided by student
Sailing	OGHS PE uniform
Softball	OGHS PE uniform
Squash	OGHS PE uniform
Swimming	OGHS togs purchased by students
Tennis	OGHS tennis top provided
Touch	Senior A uniform provided, all other teams OGHS PE Uniform
Volleyball	top provided, navy shorts/spandex provided by student
Waterpolo	OGHS togs purchased by students

Participation

All students are encouraged and have the opportunity to trial/register for any sport/s at OGHS. All students must complete the online contract via the Community notice board and pay fees before they will be allowed to play.

There are some one day tournaments as well as weekly competitions throughout the year allowing every student the chance to take part in sport – regardless of experience

Some sports are classed as 'seasonal' requiring students to commit to attending 1-2 training sessions a week and one game a week. It is recommended that junior sports teams timetable one training session per week and senior sports teams two.

It is an expectation that all students are required to represent OGHS teams or individual sports teams before they can be considered for qualifying tournaments (eg Otago, South Island, National Championships and OGHS Junior Summer, Winter and Senior sports exchanges). In exceptional circumstances there may be some exemptions for students.

Students are given ample information regarding the need to pay fees, however actual costs are set annually and may change from year to year. These fees are based on various entry fees, transport costs, equipment costs and uniform costs. If financial implications are an issue for participation we would like to encourage students and parents to speak to the Sports Department as soon as possible.

Each year OGHS sends teams to Regional, South Island and National Secondary Schools sporting events, you should prepare for these additional costs throughout the year.

Fees Information

All students that take part in sport must pay fees before they participate. The deadline is usually the week before the event or the start of the season unless permission has been granted in writing by the Sports Department. In exceptional circumstances a written application may be lodged by the Guidance Counsellor for financial assistance on behalf of a student. The OGHS Sports Council do provide grants, please see you TIC/coach of sport if you wish to be considered for these grants. Sports Council also provide High Performance grants. There are two rounds of applications per year.

The Sports Department has an open door policy and students are encouraged to keep good communication if paying fees is an issue.

Non-payment of sport trip costs may result in the student not being given permission to attend a Regional, South Island or National event regardless of their experience or role within a team. In some circumstances the school may be able to assist students.

Where do I pay sports fees?

There are two main options for paying fees at school:

- Online payment with permission form signed and handed into Sports Department or School Office
- Cash/cheque at the school office with permission slip

Refunds

Sports fees will **NOT** be refunded in any of the following circumstances:

- The student chooses to drop/stop playing the sport for any reason and fails to inform the Sports Department (including not being happy with the team they are in.)
- The student has a valid reason for withdrawing and has communicated with the Sports Department but the team has already incurred costs in transport and training to the value of the fee paid.
- The student has been a playing member of the team.
- The student has been excluded for disciplinary reasons.
- The student has left school.
- The student did not turn up to an event but was supposed to represent OGHS and was entered to play.
- The student did not adhere to the signed student/parent/guardian contract

All or part of a sports fee **MAY** be refunded in the following circumstances:

- The student has been unable to fulfil her payment agreement due to personal or family issues. In such circumstances the decision to refund will be made by the Deputy Principal (Head of Sport).
- The student has sustained an injury before taking part in seasonal matches or before competing in an event/tournament (unless she has already travelled to that event/tournament).

Equipment Requirements

In every sport the only equipment needed for students to take part in their chosen sport is their sports uniform and safety equipment i.e. mouth guard, shin pads, appropriate footwear, hockey stick etc. All equipment is provided by the teacher in charge to coaches and/or managers at the beginning of each season/during pre-season training. Any equipment that is lost or stolen during games or training should be reported to the TIC as soon as it happens. The TIC can then organise replacement.

The Sports Department Policy is:

If the equipment is issued to you, you alone are responsible for it. Borrowed equipment and uniforms must be returned to the Sports Department within one week of the completion of the season. Failure to do so will result in a payment/fee.

Sponsorship/Funding

Any OGHS individual/team sport seeking sponsorship/funding must consult with the Sports Coordinator, this also applies to PTSA and School Council funding.

Gaming Machine Grant Applications

The Sports Coordinator is responsible for applying for funds for all groups within OGHS who require funding for major trips around New Zealand, equipment, uniforms etc. Please contact the Sports Department for further information.

Facility Bookings

Booking for sports practices can be made through the Sports Coordinator or TIC of sport. Bookings for the OGHS gymnasium are established/negotiated with individual sports in the term prior to the season commencing as spaces are extremely limited. For this reason there is likely to be little, if any, flexibility in training slots during the season. These must be done through the Sports Coordinator. The Sports Coordinator tries to accommodate wherever possible to allow priority to groups that play matches indoor each week, Badminton, Basketball, Netball and Volleyball.

Sports Injuries

If any student sustains an injury that prevents them from participating in trainings and games/matches a medical/physio report is required and needs to be handed into your coach, Sports Coordinator or TIC of Sport, once the student has been cleared to participate a clearance letter is also required.

Player, Parent and Supporters Expectations

Otago Girls High School has high expectations of those who represent us and it should be clear to anyone who volunteers to represent the school that they are expected to do so in a way that upholds the values of fair play, integrity, respect and positivity. OGHS will take very seriously any situation that arises where behaviour is called into question. Poor conduct by any student, coach, manager or supporter should be reported directly to the Sports Department. Action will then be taken, after discussion with the Principal and/or Deputy Principal, depending on the matter's severity. Below is a code of conduct for all students taking part in sport.

Code of Conduct for Students

As a representative of an Otago Girls High School Sports Team all must agree to the following:

- I will attend all practices and games on time. If I cannot make a practice or game or I will be late, I will inform my manager or coach at least 24 hours before the practice or game is scheduled to begin.
- I will pay my fees on time. If this becomes an issue my parent or legal guardian will talk to the Sports Department or Guidance Counsellor.
- I will abide by all school rules when representing my school including not smoking, abusing alcohol or using any other illegal substances.
- I will always play by the rules of the game.
- I will always respect sporting officials. If I disagree with a decision I will inform the captain, coach or manager during a break or after the competition of the game/match.
- I will aim to always control my temper. I understand that verbal abuse of officials or other players or deliberately distracting and provoking an opponent is not acceptable or permitted behaviour in any sport. This includes, but is not limited to moaning,

swearing, spitting, gesturing or any action that brings either myself or Otago Girls High School into disrepute.

- I will work hard for myself and for my team.
- I will be a 'good sport' and applaud all good play whether they are made by my team or the opposition.
- I will treat all players in my team and sport as I would like to be treated. Bullying or taking unfair advantage of another competitor will not take place in my team.
- I will cooperate with my coach, manager, teammates and opponents.
- I will display modesty in victory and graciousness in defeat.
- I will participate for my own benefit and enjoyment, not to please parents and coaches.
- I will respect the rights, dignity and worth of all participants regardless of their ability, gender, cultural background or religion.
- I will thank the opposition and officials at the end of the game.
- I will thank coaches at the end of each practice and game.
- Deliberate/repeated failure to not abide by any of the above conditions will lead to a student's being stood down from any sport. Should this happen school sports fees will not be refunded.

Code of Conduct for Parents and Spectators

Parents and Spectators are expected to:

- Encourage your daughter/family member and all other students in their efforts while playing sport.
- Display self-control on the side-lines at **ALL** times.
- Remain positive. Do not shout or ridicule players or match officials
- Respect those involved in taking and playing the sport regardless of whether OGHS has won or lost.
- Respect the decisions of those who volunteer their time – referees, coaches, managers.
- Do not place undue pressure on your daughter to play or perform especially in pressure finals.
- Make an effort to understand the rules of the match.

If you have an issue with a decision made by a match official please speak with the school's representative (Sports Coordinator or Teacher in Charge of Sport) after the game.

Please note that any spectator reported by a match referee/umpire to have entered the field of play uninvited at any Secondary School fixture, will likely face disciplinary action including sanctions such as stripping of match points of the team the spectator is supporting.

Sports Department Contact Details

Mr Chris Richards
Head of Sport

Mr Duncan Trickey
TIC of Sport

Ms Colleen Hokianga
Sports Coordinator

4740496

rs@otagogirls.school.nz

4740496

trk[@otagogirls.school.nz](mailto:otagogirls.school.nz)

4740496

hk@otagogirls.school.nz