

## **Woodbridge School**

### **Sport, Societies and Out of School Activities**

#### **Policy**

Pupils and staff should be aware of the requirement to follow set protocols for Fixtures and Sport at Woodbridge School.

#### **Procedure**

##### **Sport**

Boys' and Girls' teams are run at all age groups and matches are played on Saturday mornings, afternoons and after school. Each team has a team manager and/or coach who is responsible for coaching and selection. Other staff are expected to help with refereeing and umpiring and taking teams away. All arrangements for meals and travelling are in the first instance confirmed by the Sports Administrator but are still the responsibility of Heads of Sport and overseen by the Heads of Sport.

##### **Changing Rooms**

All staff who are timetabled for school games are responsible for the supervision of the changing rooms under the direction of the Heads of Sport.

Due to the need for pupils to access the changing rooms and their lockers it is essential that all valuables and possessions are locked away in pupils own lockers with the school issued combination lock fastened.

##### **Lunches**

The Heads of Sport through the Sports Administrator are responsible for ordering packed lunches for pupils when they are playing away in fixtures. On occasions pupils will attend early lunch prior to departing on their journey to their fixture.

##### **Behaviour on Coaches**

All pupils must travel in School uniform unless stated by the Head of Sport. The staff are required to ensure pupils behave on coaches and mini-buses. Seat belts, where fitted, must be worn. There must be no smoking, no alcohol, and pupils should be made to remain in their seats. Pupils under the supervision of staff should inspect the coach after the journey and any necessary clearing initiated.

##### **Home Matches**

- (a) Staff required to meet and entertain visiting staff. They should suggest to visiting staff that valuables should be collected before matches. Members of staff with teams should know the school procedure for injuries. After the match everything will be cleared up by the Groundsman e.g. corner flags and boundary flags. Visiting staff or parents should be invited to tea.

- (b) All pupils who have played in matches must attend tea dressed in school uniform. The only exception will be when announced by the Head of Sport.

### **Injuries**

In the event of an injury, the pupil concerned must be handed over to his or her parent either at school, the doctor's or at hospital. The Heads of Sport must be informed immediately of hospitalised injuries.

### **School Sporting And Other facilities including Tennis Courts**

Booking of Sports Facilities out of the School working day are the responsibility of the Woodbridge School Enterprises

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