

# Coláiste Cholmcille Games Policy

Ratified by Board 3/April/2016

Coláiste Cholmcille has enjoyed much success on the sporting fields; success that is rooted in the passion and commitment of our teachers. Student participation in sport and games builds personal capacity, enhances school life, improves attendance and for some it incentivises them to engage more fully with school life. Furthermore, there are obvious physical health benefits such as keeping in shape, healthier hearts and bodies, and moreover, there are also mental health gains. There is, too, the social benefit of meeting and engaging with others, the competitive element, the feeling of being part of something bigger; something greater than the sum of its parts. In many ways it creates and sustains a life-long connectedness with self and others.

Teachers involved in the organisation of games and training have drawn up the following guidelines:

## **Training**

- Inform students that valuables should not be left in the changing rooms.

### *After school training on the pitch*

- Book pitch in advance with the Head of PE and arrange training times at start of school year.
- Ensure that boots are not worn into the school or the halls.
- At the end of the training session, the teacher/ coach will supervise until all pupils have left the changing rooms.

### *Training in the Halls*

- Halls should be booked in advance with the Head of PE with training times arranged at start of school year.
- Those using the halls are required to adhere to the guidelines established by the P.E. department and this includes staying in the hall for the duration of the training session.

## **Matches**

- Notice of matches must be discussed with the deputy principal.
- Complete the transport booking form and give it to the school secretary.
- Enter the match on the calendar in the staffroom.
- An activity sheet should be completed detailing those going to the match, their time of departure and their expected return. This sheet should be placed on the white board in the staff room and a copy given to the school secretary.
- Inform the students of their departure time from class. If students are required to leave during a class this will be called out over the intercom.
- Meet students at the New Hall before a match.

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- If a student is not in full uniform or full team tracksuit they will not be allowed to travel.
- After a game the teacher **MUST** accompany the players back to the school.
- If pupils have missed lunch they are allowed a further 30 minutes and must then return to the next class. Students returning from an away match must go to normal class. If students return during the last class they must wait in the New Hall until school finishes.

### Equipment and Gear

- All jerseys, kits, water bottles and First Aid bags will be kept in the kit room under the stairs in the New Hall.
- Teachers/coaches are responsible for all equipment they use. Jerseys must be counted back into the bag after each games and all equipment accounted for.
- Dirtied kits should be left at the Caretaker's Room after a match.

### Student Guidelines for Matches

*Students must:*

- Wear full uniform or full team tracksuit **ONLY** or you will not be allowed to go to the match.
- Have books, uniform and homework completed on the day in case the match is cancelled.
- Get and complete your homework given on that day.
- Leave class at the time given by your coach and not before.
- Meet at the New Hall before a match.
- Follow the school Code of Conduct at all times on school trips. In addition:
  - Obey the instructions of travelling staff.
  - Respect property of the school and others.
  - Remain seated, with seatbelt on, at all times whilst on a bus.

### Minimising the Risk and Negative Effects of Injury

*Teachers involved in the undertaking of sports should:*

- All injuries must be reported as per Accident Report guidelines.
- Ensure safe conduct of training involving particular risks.
- Provide for appropriate First Aid.
- Have adequate training to provide First Aid to injured players.
- Control the pace of activity in line with student ability.
- Control progression of difficulty in line with student ability.
- Maintain the rules of the sport.
- Punish dangerous play/horseplay.

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- Provide for an adequate pupil/teacher ratio for games and training.
- Insist on the use of safety equipment as appropriate.
- Do not allow injured players to continue.
- Use safe facilities and sports equipment – it is the responsibility of the teacher to ensure the equipment is safe to use.
- Withdraw faulty equipment until repaired.
- Report faulty/dangerous facilities (building/floors etc.) to the caretaker.
- Blood injuries to be treated with gloves.
- Bloodied kits may only be handled by those wearing protective gloves.

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## Appendix 1 Information Letter for Parents

Dear Parent/Guardian,

As you are aware your son/daughter is participating in the \_\_\_\_\_ .  
Congratulations to the team and thanks to your son/daughter for the effort and level of commitment he/she has shown this year, it is to be commended.

The \_\_\_\_\_ will be held in \_\_\_\_\_ on DATE. This will necessitate an overnight stay in a hotel.

We will be leaving the school at TIME on DATE. We will be staying in \_\_\_\_\_ . Matches will be held in VENUE NAME and will begin at TIME.

The total cost of the trip is €\_\_\_\_\_.

Please fill in the attached slip giving permission for your child to attend and return it to me.

As he/she is representing the school it is expected that your son/daughter, as always, will do himself proud and will adhere to the highest level of discipline throughout the weekend.

If you require any further information please do not hesitate to contact me.

Finally you are more than welcome to come along and see your son/daughter play if you wish.

\_\_\_\_\_

Coach Name

Mobile Number

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## Appendix 2 Games Permission Slip

I give permission to STUDENT NAME to participate in the trip to \_\_\_\_\_ on DATE.

I accept that our child will abide by the terms of the school's Code of Conduct whilst on this trip. Our child may not consume any alcohol or any other prohibited substance. We further accept that the Team Coach may send them home for such behaviour or for any other serious disciplinary offence.

It shall be our responsibility to arrange for any travel so required and for our child's accompaniment on such travels as may be necessitated by our child's misbehaviour.

Please fill in any relevant medical details concerning allergies or medical requirements on this form.

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We also give permission to the Team Coach to take any necessary decisions for the medical treatment of our child.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian )

Home No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Student)

Student Mobile No: \_\_\_\_\_

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## Transport Booking Form

Date: \_\_\_\_\_

Time of Departure: \_\_\_\_\_

Venue: \_\_\_\_\_

Expected Return Time: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Activity: \_\_\_\_\_

Teacher: \_\_\_\_\_

- Please ask buses to pick students up at the New Hall

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## Sample Letter

Coláiste Cholmcille  
Ballyshannon  
Co. Donegal  
3rd February 2016

### Travel Arrangements and Details Re All Ireland Basketball Playoffs.

Dear Parents/Guardians,

As I am sure you are aware your son is participating at the All Ireland Basketball Playoffs this weekend as part of the Under 19 Boys Team. Congratulations to the team and thanks to your son for the effort and level of commitment he has shown all year, it is to be commended. The team have in fact made history in the school by being the first Under 19 boys team to be crowned Regional Champions at 'B' level, and you can be very proud of his success to date, well done.

The playoffs take place in the CBS Ennistymon in Co. Clare with the tip off for our first game at 9.30 am on Saturday 5<sup>th</sup> Feb, (3 games to be played in the pool- see fixture times included).

Due to the early tip off we plan to travel to Ennis on Friday evening and will be departing from school at 1.30 pm on Friday 4<sup>th</sup>. We are booked in to the West County Hotel, Ennis and are staying there Friday night. We ask that your son would contribute towards the cost by bringing in €40 with the signed note below before departure. Your son will be sharing a room with another student on the team. Please ensure that your son remembers to take his usual **sports gear** (swim gear for hotel) and suitable clothing for his stay.

As he is representing the school it is expected that your son, as always, will do himself proud and will adhere to the highest level of discipline throughout the weekend. If you have any questions please do not hesitate to contact me (087/4118721) or the school (071/9858288). Finally you are more than welcome to come along to see your son play if you wish.

Yours truly

\_\_\_\_\_  
John Kennedy  
Coach

\_\_\_\_\_  
Jimmy Keogh  
Principal



Please sign below and return to school before departure.

Student Name: \_\_\_\_\_

Contact Numbers. \_\_\_\_\_

In a medical emergency I give consent to person in charge to provide necessary medical attention/  
First Aid to my son.

Parents/Guardians Signature: \_\_\_\_\_

\_\_\_\_\_