Co-curricular Staff and Student Handbook

2017

Deputy Principal – Maurice Di Muzio
Director of Sport – Rob Elliott
Performing Arts Coordinator – Celia Gall
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RATIONAL AND GOALS FOR THE ASSUMPTION COLLEGE CO-CURRICULAR PROGRAM

Cultural and Sporting pursuits are concerned with further developments, and are a logical extension of the knowledge, skills, attitudes and values gained through Physical Education. It involves:

- Encouraging an interest in sport at Assumption College and a continuation of this interest when they leave Assumption College
- The development of skills, knowledge, tactics, strategies, behaviour and fitness specific to the sport or sports selected
- The prospect of developing interested players as prospective coaches, umpires, trainers and/or administrators of sport
- The development of players as skilled performers and knowledgeable spectators

AIMS AND OBJECTIVES OF THE ASSUMPTION COLLEGE CO-CURRICULAR PROGRAM

The Assumption College Co-Curricular Program aims to:

- Provide an equal opportunity to all students across all levels of sport/cultural activities.
- Promote physical fitness and a healthy lifestyle
- Contribute through participation, the social, cognitive, emotional and the aesthetic aspects of an individual’s development
- Develop an ability to face challenges and strive against the odds
- Develop qualities such as self-discipline, self-control, perseverance, selflessness, respect for others, unselfishness and obedience
- Build self-esteem and self-confidence in a range of activities
- Develop the capacity to make reasoned decisions about ethical issues in sport/cultural activities that will lead to good player and spectator behavior
- Encourage feelings of well-being and develop communication skills
- Build public speaking and interpersonal skills
- Develop and apply knowledge and understanding of:
  (a) Games, strategies, tactics, rules and umpiring
  (b) Administration, coaching and basic sports medicine
  (c) The capabilities and limitations of the human body in the performance of sport
  (d) Theatrical skills in lighting, sound, set/properties, costume, make-up, promotion and backstage management
  (e) Improvisation, rehearsal and performance skills in an ensemble context
  (f) Ability to communicate with an audience
  (g) Using sport/musical equipment safely
  (h) Learning how to control nervousness associated with public performances
  (i) Developing pacing and structure of performances
  (j) Building skills in researching for debates
  (k) Rules and regulations of Debating Association of Victoria (DAV)
  (l) Persuasive writing techniques
  (m) Persuasive language techniques such as use of tone, personification, generalisations, appealing to the audience, and the art of asking rhetorical questions
  (n) Reflective and critical thinking
OUTCOMES OF ASSUMPTION COLLEGE CO-CURRICULAR ACTIVITIES

Regular participation in Assumption College Co-curricular activities:

- Enables students to become aware of the need to cooperate with others and use the best qualities of themselves to contribute to the greater social advantage of a group.
- Assists with the development of health and physical fitness, body awareness, weight management and normal body growth.
- Helps to promote a positive attitude towards exercise and a healthy lifestyle.
- Promotes a positive self-image, the result of a healthy body and mind, competence in physical and intellectual skills and the ability the handle success and failure graciously.
- Enables students to take prominent roles in suburban and country sporting competitions.
- Enables students to participate in performances/debates at the college and at external venues.
- Prepares them to enter the performing arts industry with skills and experience.
- Assists them with public speaking skills they will utilize in the work force in the future.
- Prepares them to enter the work force as reflective and critical thinkers.

ASSUMPTION COLLEGE CO-CURRICULAR PHILOSOPHY

Participation in regular sporting/cultural fixtures is the main focus of the Assumption College Co-curricular Program.

Skill development and enjoyment, along with striving for excellence in participation and training enthusiastically for self-improvement are also very important facets of the Assumption College Co-Curricular Program.

The College, from any player, coach, spectator or umpire, supports a ‘be your best’ attitude. This creates a positive presence within the College and compliments skill development and enjoyment.

Premiership ladders are provided by the AGSV and the AGSV/APS for Open 1st teams; winning is a shared goal along with skill development and enjoyment for Open 1st teams and representative squads. It is important to understand that the balance between “playing to win” and “participation” will change depending on the specific team, but students, coaches and parents must always conduct themselves in a fair, ethical manner.

CODES OF BEHAVIOUR IN CO-CURRICULAR ACTIVITIES

The Heads of the AGSV and the APS schools welcome the many opportunities available to their students to take part in inter-school competitions. It is their aim to make the activities enjoyable in terms of athletic/cultural achievement and friendly environment.

Coaches and players should aim at maintaining a high standard of sportsmanship in all competitive games and competitions. A good spirit is to be actively fostered between teams and between schools before, during and after a game and/or competition.

The Heads of Schools offer the Code for the acceptance of all associated with the schools in the belief that the competition and the good fellowship that can flow from interschool fixtures are more important ant than the result. They are convinced that the observance of this Code by players and spectators is desirable and essential in the better interests of both players and their schools.
Good sportsmanship includes a generous spirit, true respect for others, the game and competition, graciousness and a steadfast resistance to temptations such as gaining an unfair advantage. Good sportsmanship encapsulates much that is honourable in human behaviour and endeavour and promotes good fellowship. The following guidelines have been produced in order to preserve and enhance the educational, sporting, cultural and social practices fundamental to the standards and expectations of Assumption College. All involved in Assumption College fixtures are required to adhere to these guidelines.

STUDENTS

- The conduct of all players at all times, (on and off the field, travelling to and from matches) should be exemplary
- Extend standard courtesies to the players on your team (never criticize teammates), to the opposition prior to the match, recognise good play from both teams and thank the coaches, umpires or referees at the completion of the match
- Display loyalty to the team concept, to team leaders, team mates and coaches
- The team comes first, not yourself
- Always play by the Rules and Regulations of the sport
- Respect the Sporting Tradition of ACK
- Train as you would expect to play – with enthusiasm and dedication
- Contribute to Team Spirit at all times
- Set personal high standards and goals
- Bad language, abuse of umpires, sledging of opponents, deliberate violence and retaliation is discouraged
- Never argue with an umpire or referee. If you disagree, have your coach or captain approach the umpire or referee during a break or after the match
- Immodest behaviour in victory or success and manifestation of self-disgust at an error or failure represents poor sportsmanship and is unacceptable; ‘big-noters’ do not assist you or the team
- Unfair or illegal tactics to gain advantage are unacceptable
- Always play for the fun and friendship of the game and not to please parents or coaches
- All who represent ACK on the playing fields, courts or pool should regard it as a privilege

COACHES

- Conduct themselves as appropriate role models for the students they are coaching and to seek to ensure that the highest of standard of personal conduct and demeanour are maintained
- Require all students to observe and uphold both the spirit and the practice of ‘good sportsmanship’
- Ensure that, in supporting umpires and referees in the process of the game, the role of the umpire, referee and adjudicator is not inappropriately impeded, nor is the authority and control of this person compromised in any way
- Ensure that supporters, parents and others watching the game, do not intrude onto the playing/performance venue and do not, by any means whatsoever, inappropriately compromise or impede either the standards of play or the proper process of the game/performance
- Ensure that the AGSV, AGSV/APS Rules and Regulations pertaining to all sports are fully understood and are maintained at practices and inter-school matches
- That where safety of students is at risk, or where the proper conduct of the game is being inappropriately compromised, for whatever reason, coaches are to exercise their responsibility to speak with umpires, referees and adjudicators and to stop the game
- Refrain from using bad language, abusing umpires or sledging the opposition
- Refrain from retaliating any abuse or sledging
• Ensure that the College Code of Conduct is upheld by all Assumption College students
• Reinforce expectations regarding courtesies, punctuality, behaviour and dress for all players/performers
• Delegate leadership and responsibility to the team captain during matches
• Refrain from using or allowing your players to exhibit a ‘win at all costs’ attitude
• Refrain from publicly questioning an umpire, referee or adjudicator’s decision and avoid blaming this person for the team’s defeat

PARENTS/SPECTATORS

• Focus upon the student’s efforts and performance rather than the overall outcome of the event. This assists the student to set realistic goals related to their ability and reduces the emphasis on winning
• Encourage and support them at all times
• Teach students that an honest effort is as important as victory
• Encourage students to always play by the rules
• Never ridicule a student for making a mistake during a competition; positive comments are motivational
• Do not give advice to coaches, umpires, referees and adjudicators or players during a game
• Never confront a coach on their selection policy or undermine their position
• Respect the umpire, referee and adjudicators’ decision; support all efforts to remove physical and verbal abuse from the playing venue
• Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials
• Make the visiting parent from opposing schools feel welcome
• When visiting another school, respect the school’s rules in terms of parking, tidiness and use of alcohol
• Recognise the value and importance of volunteer coaches; they give up their time and resources to provide recreational activities for the students and deserve your support
• Never live out your expectations through your child; let them develop at their own pace and enjoy themselves
INTRODUCTION

Sport at Assumption College, Kilmore is indeed rich in history and tradition. Obviously boys’ sporting annuals go back beyond a hundred years and the exploits of Assumption lads have been well chronicled through the several generations.

Since the comparatively recent advent of a full and equal complement of girl students – both day and boarding – the latter likewise are steadily forging their own tradition of strong competition and significant success.

On any given Saturday winter competition in the AGSV/APS there are around 450 boys and girls proudly representing ACK on the playing fields and courts from junior to senior level. During any current year some 650 students will turn out for the Dark and Light Blues across the range of sports offered.

The sporting arenas and the halls are classrooms in themselves where valuable life lessons may be absorbed in areas of self-discipline, ability to rise and fall, support for others, resilience, and gracious acceptance of both victory and defeat.

Down the years Assumption coaches, brothers and lay people have endeavoured to instill in their charges a respect for teammates and opponents, officials, mentors and the laws of the game.

In the main this has largely been successful and the team sports in particular have fostered great loyalty to the Alma Mater among those who have proudly represented ACK. Year after year, so many of these students return for supportive and nostalgic reasons. Beyond their College days they keep the unique spirit of Assumption alive in the wider sphere.

‘QUA SUPRA QUAERE’ – SEEK THE THINGS THAT ARE ABOVE
IMPORTANT SATURDAY CONTACT DETAILS

Director of Sport – Rob Elliott 0437 898 951  robert.elliott@assumption.vic.edu.au

Wet weather website www.assumption.vic.edu.au/parents-students/sports-fixtures/

Kilmore Hospital 5734 2000

Northern Hospital 185 Cooper Street Epping VIC 3065
(x-rays and serious injuries)
9405 8000
Melway Ref: 181 J12

Ambulance 000 (landline phone) or 112 (mobile)

Saturday First Aid Provided by Colbrow Medics – mobile numbers distributed each Saturday.

ASSUMPTION COLLEGE AFFILIATED ASSOCIATIONS & SCHOOLS

Assumption College is a member of:

- The Associated Grammar Schools of Victoria (AGSV)
- The Associated Grammar Schools of Victoria & The Associated Public Schools of Victoria (AGSV/APS)
- School Sport Victoria (SSV)

Assumption College competes against:

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SPORTS PLAYED AT ASSUMPTION COLLEGE

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ASSUMPTION COLLEGE SPORTS MISSION STATEMENT

Assumption College provides its student with a Co-curricular program which ‘enhances relationships between College community members and provides special learning in the social and sporting arenas’.

Assumption has a proud sporting tradition, which is maintained through the dedication of coaches' being true mentors for their students and by ensuring that College standards and policies pertaining to sport are known and respected.

Assumption College places a high priority on the physical development of their students. The College also believes in harmonising a student’s physical, emotional, spiritual, moral, social and intellectual development through participation in a well-developed sports program.

SPORTS TRIBUNAL

The Assumption College Sports Tribunal will deal with serious breaches of rules and unsporting behaviour before, during or after a match (including travel to and from a sporting venue).

Such breaches include a student continually not honouring their sporting commitments, violent behaviour, being sent off by an umpire or a coach for untoward or unnecessary offensive language/abuse of a referee, umpire, player and adjudicator or spectator or rough play etc. and reports of particular incidents from other schools. Appropriate punishments or penalties are given where necessary.

The Assumption College Sports Tribunal provides the vehicle for a considered hearing in the event of an incident. Its aim is to re-enforce the ideals of sportsmanship and self-discipline on and off the sporting field.

The Tribunal involves the Director of Sport, the Deputy Principal, the relevant coach and the player concerned.
Where a coach feels the need for a Tribunal Hearing they should contact the Director of Sport who will organise a Tribunal Hearing.

Should the Assumption College Sports Tribunal determine that a suspension from future games is warranted, students will be required to serve the period of that suspension whilst also undertaking some form of restorative acts.

Should the Assumption College Sports Tribunal be made aware of a student’s suspension from their club sport, the suspension may also apply to any ACK matches for the same period.

**MATCH DAY BEHAVIOURAL PROBLEMS**

In the event of a serious problem arising during the conduct of any match/performance, the Director of Sport or representative should be prepared to take appropriate action either at the time or subsequently. Such action may include the termination of the match.

Any disputes or claims arising out of any contravention of any regulations governing sporting contests shall be reported to the Director of Sport who will pass this information onto the Executive Secretary of the AGSV or the APS.

In most cases, an audible obscenity is to be penalised with a 5-minute send off with no replacement. Refer to the AGSV website ([www.agsvsport.com.au](http://www.agsvsport.com.au)) for regulations relating to each sport and those pertaining to audible obscenities.

The Director of Sport is available, on request, to address teams from any level.

If a student commits to team for a particular match and does not attend, the relevant coach will note the absence in the ACK Sports Report. The Director of Sport will discuss the issue with the student concerned and a Friday Night detention may be given.

**COACHES CODE OF ETHICS**

(Taken from the Australian Sports Coaches Commission; [www.ausport.com.au](http://www.ausport.com.au))

1. **Respect the rights, dignity and worth of every human being**
   - Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion

2. **Ensure the athlete’s time spent with you is a positive experience**
   - All athletes are deriving of equal attention and opportunities

3. **Treat each athlete as an individual**
   - Respect the talent, development stage and the goals of each individual athlete
   - Help each athlete reach his or her full potential

4. **Be fair, considerate and honest with athletes**

5. **Be professional and accept responsibility for your actions**
   - Language, manner, punctuality, preparation and presentation should display high standards
• Display control, respect, dignity and professionalism to all involved with the sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators
• Encourage your athletes to demonstrate the same qualities

6. Make a commitment to providing a quality service to your athletes
• Maintain or improve your current NCAS accreditation
• Seek continual improvement through performance appraisal and ongoing coach education

7. Operate within the rules and spirit of your sport
• The guidelines of national and international bodies governing your sport should be followed. (Please contact your sport for a copy of its rulebook, constitution, by-laws, relevant policies, e.g.: Anti-doping, selection procedures etc.)
• Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Drug Agency (ASDA)

8. Any physical contact with athletes should be:
• Appropriate to the situation
• Necessary for the athletes skill development*

9. Refrain from any form of personal abuse towards your athletes*
• This includes verbal, physical and emotional abuse
• Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care

10. Refrain from any form of harassment towards your athletes*
• This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability
• You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis for your refusal

11. Provide a safe environment for training and competition
• Ensure equipment and facilities meet safety requirements
• Equipment, rules, training and the environment need to be appropriate for the age and ability of the athletes

12. Show concern and caution towards sick and injured athletes
• Provide a modified training program where appropriate
• Allow further participation in training and competition only when appropriate
• Encourage athletes to seek medical advice when required
• Maintain the same interest and support towards sick and injured athletes

13. Be a positive role model for your sport and athletes

Coaches should:
• Be treated with respect and openness
• Have access to self-improvement opportunities
• Be matches with a level of coaching appropriate to their level of competitors
The Assumption Coach will have been designated a College team or teams for an AGSV or AGSV/APS season: They should aim to:

- Provide high quality, enjoyable training and coaching sessions that aim to improve skill levels of players
- Train, coach on match day, manage administration duties and set realistic goals for players of a designated sports team
- Hold a current NCAS Level Coaching qualification for the sport that they are to coach/attend ‘Coach the Coach’ sessions on Staff Days
- Be responsible to the Director of Sport

GENERAL DUTIES

- Punctual attendance and full supervision at ALL designated trainings and match days; any deviation from this MUST be discussed with the Director of Sport prior to the particular day involved
- Organise a replacement (in agreement with the Director of Sport) if unable to attend a particular training and/or match day
- Dress professionally and appropriately
- Insist on proper dress and conduct of students at all times – see Code of Conduct section in this Manual
- Insist on and display yourself total respect for coaches, umpires, adjudicators, teammates and the rules of the game/performance – see Code of Conduct in this manual
- Aim to develop a rapport between your players’ parents and yourself
- Instruction of students in the coaches care in areas of respect for property (including material)
- Care and maintenance of school equipment provided for you and your team
- Distribute permission forms to students, including any new students throughout the season; collect permission forms and forward to the Director of Sport at the completion of the season
- Follow-up any student that is on the player list and has not shown up to training/matches. Report any problems to the Director of Sport
- Coaches should endeavour to be true mentors and offer encouragement at all times – to the gifted and the less gifted
- Conduct training and match days according to the Australian Sports Coaches Commission and the College Sports mission statement
- Coaches will receive the AGSV or AGSV/APS Regulations for the sport they are to coach from the Director of Sport prior to the start of the season.
- Approach the Director of Sport for assistance with drills and/or to obtain senior students to assist with drills during training sessions
- Observe and be fully aware of the Rules and Regulations (and any updates) provided by the Director of Sport
- Plan training sessions using drills from manuals provided by the Director of Sport
- Attend coaches and/or AGSV or AGSV/APS meetings as required
- Choose team leaders in accordance with Assumption College Leadership guidelines - Boys Sport and Girls College Open 1st or 2nd teams (whichever is highest) only
- When required, produce articles or information for College Newsletters and Yearbook
• Recommend students to receive College Colours where appropriate
• Enter Student names into the SIMON database for commendations
• The coach should provide all players with a copy of the season fixture
• Where and when necessary, submit players names (three names only) for Captaincy to the Director of Sport who will submit approved names to the College Senior Leadership Team

**DUTIES BEFORE THE GAME OR TRAINING SESSION**

• Attend home games, arrive at the College at least 30 minutes prior to the start of the match or for away games, arrive at the bus loop at least 15 minutes prior or the departure of the bus. Ensure that your players are dressed according to the College Code of Conduct.
• Fill in the bus list for all away trips and place the pink duplicate copy under the office door in front of the bus loop
• Greet and liaise with the opposition coach and team; at home games, the Assumption coach should also guide the opposition coach to the change rooms and match venue
• Organise personnel for training and matches if required (eg: scorers, timers, officials etc)
• Set up the playing field or court when playing at home; this may include seating for basketball matches, score tables or placing pads around goal posts for netball
• Record player attendance at each training and match day using the ACK Sports report provided by the Director of Sport
• Select teams each week during the season, preferably on the Thursday after training and post on the relevant sports notice board by **Friday recess**; chase players if necessary (criteria – match performance, training attendance, behaviour in school/dormitory)
• In the case of Athletics, Swimming and Cross Country, team lists for the Annual Championships shall be forwarded to the Director of Sport by the due date requested

**DUTIES DURING THE GAME OR TRAINING SESSION**

• Carry a First Aid Kit to all training and match day events (kits can be collected from the College Nurse at the commencement of the season)
• Full supervision of training sessions and competition matches is required
• Ensure the Change Rooms, where applicable are tidy before, during and after the game
• Coaches should endeavour to be true mentors and offer encouragement at all times – to the gifted and less gifted
• Players’ attitude and conduct should be carefully monitored throughout the game and at training sessions
• Confer at least once with the opposition coach regarding the score
• Give votes (3 for best, 2 and 1) for your team; use an independent source if possible (e.g.: umpires/opposition coaches)
• Develop a good rapport between yourself and your players’ parents

**DUTIES AFTER THE GAME OR TRAINING SESSION**

• Thank the opposition coach and confer with them about the score
• Tidy the area of litter, etc. and pack up any tables and put away the stands in the Gonzales Centre if you are the last team to play on that particular court
• Lock the netball courts or the Gonzales Centre if necessary
• Supply specific match results and best players to the Director of Sport by 8.30am Monday morning after each match using the ACK Sports report.
• Report any injuries to the Infirmary on Monday morning and fill out an ‘Accident Injury Report Form’ when necessary
• Report any ‘No Shows’, untoward incidents, abuse or misconduct in training or matches to the Director of Sport on Monday morning using the ACK Sports report. Any Assumption player sent off the field by an umpire or taken off by a coach must be reported to the Director of Sport. The Director of Sport will, impose further action if necessary, such as the College Sports Tribunal (The relevant House Co-ordinator and Pastoral Care Teacher must also be informed)
• Report any damage to facilities or equipment to the Director of Sport.

DUTIES AT THE COMPLETION OF THE SEASON

• At the completion of the season, recommend students to receive Awards (e.g.: Coaches’Award – relevant Sports Awards Night)
• Produce an end of season report for the college magazine; this report must be emailed to the editor of the College Magazine no later than 2 weeks after the relevant season has concluded
• Return ALL equipment, clipboards, etc. to the Director of Sport at the completion of the season
• Return the First Aid kit to the College Infirmary; ‘kits’ MUST be returned at the end of Season – this is the sole responsibility of the coach

The Director of Sport is available, on request, to address teams from any level, to provide senior students to assist with training drills.

AGE AND GENDER GROUPINGS

Only students on the school roll, whether full-time or part time may be eligible to participate in inter-school sport. Where a student is 20 or more on January 1st, application must be made to the Executive Secretary of the relevant Association. However, each case is to be considered on its merits.
Exchange students must be on the school roll for at least a term before they participate in a Premiership sport.

AGSV

• The Boys AGSV competition runs in Year Levels from Year 7 – 10. Intermediate level (Year 9 and 10) for Football and Soccer.
• Years 11 & 12* are run in 1st – 4th ability levels
• Age groupings for Swimming and Athletics shall be determined by the age of the student on 28th February, for Swimming and on 30th June for Athletics

AGSV/APS

• The Girls AGSV/APS runs in Junior (Years 7 & 8), Intermediate (Years 9 & 10) and Open* (Years 11 & 12) levels
• The Junior and Intermediate levels are in letter grades and are based on ability (e.g.: Junior A, Junior B…)
• The Open Levels* are in number grades and are ability based (e.g.: Open 1st, Open 2nd…)

NOTE: Any Year 12 student is not permitted to participate in any Term 4 Summer sports of that year
ABILITY GROUPINGS

In any graded competition such as the AGSV or AGSV/APS competitions or in any representative sides (eg. Herald–Sun Shield, Victorian Netball Championships), it is reasonable that team selection be based on the criteria the Coach applies, e.g.: ability, past performance, attitude, training, etc.

Equal court time for all team members who regularly attend trainings and games is encouraged (but not compulsory) at all levels. Exceptions to this are College First teams, finals matches for any team or circumstances where the coach or the Director of Sport sees fit to exclude a player from a match (i.e.: attitude, breaking the College Code of Conduct, etc.)

ASSUMPTION FIRST’S SPORTING TEAM MEMBERS

First team members are normally Year 11 or 12 students. However, in some cases, a Year 7 – 10 students may have the sporting ability to be considered into a First team.
Students’ from a younger Year Level or Age group other than Year 11 or 12 can participate in a College 1st team. When they do not participate in the 1st team for a particular week, they must return to their normal age group or Year Level team.

No student who plays in a Firsts match will be permitted to play in a Seconds or Year level match in the same round.

STUDENT COMMITMENT TO AN ASSUMPTION FIRST’S SPORTING TEAM

A student that competes in a College First team should be a student that:

- Displays high levels of skill and an excellent attitude to sport participation
- Is available to train and play in all of the College’s scheduled AGSV or AGSV/APS matches, the Adelaide Exchange weekend match and any other sporting match approved by the College
- Is available for all team meetings
- Does not participate in a second competitive match with an outside team in any week that the College has a scheduled fixture (however, the coach has the discretion and the authority to grant an exemption to this rule)
- Displays good behaviour at school (including scheduled classes) and where applicable in the dormitory

STUDENT LEADERSHIP OF A FIRST’S SPORTING TEAM

The appointment of Captain of a College First team is determined by the relevant coach (this may be done by a voting system, but is not the compulsory method) and is subject to the approval of the Director of Sport and then The College Senior Leadership Team. First team captains DO NOT have to be in Year 12, however this can be used as a determining factor if trying to decide between two or more individuals. Approved Captains are announced at Full School Assemblies and provided with a badge to wear on their College blazer.
Captains of First’s teams are not only Team Captains but their leadership extends to all levels of the sport that he/she represents.

College Sports Captains will be required to:
• Attend team meetings and other team meetings as requested
• Lead by example
• Be a link between the coach and the team
• Attend other teams’ training and/or games when requested
• Assist with training and selection when requested
• Make a speech at the conclusion of the game
• Read the ‘Sports Report’ at least one Full School Assembly throughout the year
• Demonstrate the highest level of sportsmanship and responsibility
• Display personal discipline

**CANCELLATION OF TRAINING**

**COACH ILLNESS**

If a particular coach is ill or injured and cannot carry out their training requirements, they must alert the Director of Sport.

If the absence from training is known in advance, the coach is required to find a suitable replacement or organise for their team to train with another team.

**Coaches cannot cancel training without the prior approval from the Director of Sport.**

**WEATHER**

Training may or may not be cancelled due to the weather. See the AGSV website for AGSV and AGSV/APS Extreme Weather Policies (www.agsvsport.com.au). Again, this is done at the discretion of the Director of Sport.

**MEDICAL FORMS**

**SEASON FORMS**

Prior to the start of the season, the Director of Sport will send relevant team lists to the Infirmary Nurse who will print out a medical form for each student. **This needs to be done at least two weeks before the start of the season.** These will then be distributed to the coaches who will take them to all trainings and matches. The coaches must read through each medical form and take note of any allergies or prior injury/illness history. The medical forms are confidential and must be kept out of sight of students and parents not involved in coaching the team.

It is the responsibility of the coaches to ensure they have a medical form for every student in their team – they must collect a medical form for any new students who are added to the list during the season.

The medical forms must be returned to the Infirmary at the end of the season.

**BUS NOTES**

Students MUST produce a note signed by their parents/guardians or boarding staff if they are to travel one way on a bus ONLY. The note must list who is to meet or drop the student at the venue and drop-off or pick-up time. This note must be kept and given to the Director of Sport at the completion of the season; ‘NO NOTE, NO PERMISSION’.
SCORE SHEETS

Coaches will be given a number of score sheets prior to the beginning of the season.

A scores sheet must be filled in for every game and put in the Director of Sport’s pigeon hole on the Monday after matches.

Girls AGSV/APS – Girls coaches will be given a score sheet that they fill in and keep for themselves. They will also be given either a duplicate scorebook or another sheet that must be filled in and given to the Director of Girls Sport. Coaches must leave score and results sheets with the Director of Girls Sport or under the door of the office next to the bus loop.

SPORTING ACCIDENTS

Law relating to ‘duty of care’ states that ‘in an emergency situation if you do not know what to do it is your responsibility to find someone who can administer the help needed’.

Each student will train and play under the supervision of a member of staff, qualified coach or voluntary parent. The coach will take all reasonable steps to ensure that all training sessions and matches are conducted in a manner to safeguard the students’ safety and welfare. The coach will also take all reasonable steps to ensure that all equipment and facilities used in the conduct of training sessions and matches are of a suitable standard to safeguard the students’ safety and welfare.

Season medical forms will list important medical concerns and whether or not particular students can take Ventolin.

FIRST AID KITS

ALL coaches should pick-up a First Aid kit from the College Infirmary at the beginning of the season. Parental coaches will be provided with a kit by the Director of Sport. The kit should be taken to ALL trainings, matches/performances. The kit can be replenished each week by taking the kit to the Infirmary. It is the coach’s responsibility to replenish his or her own kit throughout the season.

FIRST AID AT ACK

For injuries of a minor nature on either team, the coach can use their First Aid kit contents following the basic management steps in this handbook, or alternatively follow First Aid procedures in the Staff Handbook.

For injuries of a more serious nature, there will be first aid medics on duty each Saturday morning from 8.30am – 12.30pm during the AGSV/APS & AGSV winter and summer season. The medics will be roaming around the college and can be contacted via a mobile number given to coaches prior to each Saturday. The medics will assess the injury and either:

- Treat the player’s injury themselves either on or off the field or in the change-rooms
- Contact the local doctor if this step is considered necessary
• Call for an ambulance if this step is considered necessary. If the parent/guardian is not in attendance, it is the medics decision only whether an injured player will be transported to the Hospital via Ambulance.

For injuries of an extremely serious nature, it is advisable that the coach phones an ambulance immediately then sends for the medics.

Coaches should not drive students to and from the Hospital themselves. An ambulance should be called if transportation to hospital is necessary.

Parents should be contacted immediately, or in the case of boarders, the boarding house should be contacted immediately. They will need to relieve the person who went to the hospital with the injured student.

If a player is unconscious or a neck or spinal injury is suspected,

DO NOT MOVE THE STUDENT.

FIRST AID OFF CAMPUS

The coach will take their First Aid kit with them to away venues. Coaches are encouraged to ask another parent to drive to away matches.

The opposing coach will be able to give the coach more information in regards to First Aid at their venue. The coach can call an ambulance if necessary. The parents, or in the case of boarders, the boarding staff must be notified and asked to come to the Hospital. The coach or a parent must travel to the hospital with the injured student and wait until they are relieved by the injured students parents or boarding staff. The remaining adult must accompany the rest of the team back to ACK.

If a player has an injury that does not require an ambulance, the student must not be allowed to travel home unaccompanied. A parent MUST be contacted and the student should be monitored and if necessary seen to by a doctor ASAP.

All AGSV venues, whether at the school or external venues, must have a qualified First Aid person in attendance.

If a team is left without a bus at their venue, the coach should obtain the bus drivers mobile number prior to the bus departing the venue. In the event that a serious injury occurs, the coach can phone the bus driver who can be alerted to the incident. This may mean the teams and coaches from other venues where the bus is sitting may be required to leave early and travel to the accident scene where all students will then travel back to ACK. The coach or parent will travel to the hospital with the injured student and wait until they are relieved (as above).

ACCIDENT AND INJURY REPORT FORMS

These forms are provided in each First Aid Kit.

An ‘Accident & Injury’ report form must be filled out for any injury to an Assumption College player or opposing player competing at Assumption College that requires management, including an icepack. If an ACK student is injured at an away game it is up to the coach to ensure a form is completed.

The form is to FULLY completed as soon as possible after the injury occurs and given to the Infirmary or the Director of Sport on the Monday morning after the match.

The School Infirmary must be made aware of all serious injuries that occur during training or matches as soon as possible.
The coach is responsible for checking the player’s injury and ensuring the child’s parents (or in the case of boarders, the boarding supervisors) are informed of the injury upon return. DO NOT ASSUME THAT THE CHILD WILL TELL THEM.

NOTE: If a doctors’ certificate is issued to a coach by an injured student, the coach cannot allow the student to play prior to the clearance date shown on the certificate.

**BLOOD RULE**

When it is noticed that a student, while participating in a sporting activity is bleeding or a player has blood on their clothing, the coach must remove the student from the playing venue. Play must also cease until all blood is removed from the playing field.

The blood flow must be stopped and the bleeding area cleaned* and dressed. Only when the bleeding is totally stopped is the player allowed to return to the playing venue.

*It is strongly advised that the coach wear gloves contained in their First Aid kit.

**FIRST AID MANAGEMENT PRINCIPLES**

**SOFT TISSUE INJURY**

Follow the **RICER** Principle:

1. **REST**: Activity will increase bleeding and swelling
2. **ICE**: Use an ice pack in the First Aid kits by crushing the pack or use crushed ice in a towel or bag for 20 minutes every 2 hours, except at night. For facial injuries, 1 minute on, and 1 minute off for 20 minutes is the general rule. DO NOT apply ice directly to the skin.
3. **COMPRESSION**: Use a compression bandage to hold the ice onto the injured body part. Cover above and below the injury. Keep firmly bandaged between ice treatments and at night. Ensure that the bandage is not too tight and that there is blood circulation.
4. **ELEVATION**: Keep the injured area elevated above the heart as frequently as possible
5. **REFERRAL**: Refer to a doctor or physiotherapist if necessary

**DO NOT USE ANY OF THE FOLLOWING FOR 48 – 72 HOURS:**

- **HEAT**: Increases swelling (e.g.: hot baths/showers, spas, saunas, hot packs, deep heat, etc.)
- **ALCOHOL**: Increases swelling
- **RUNNING**: Can make the injury worse
- **MASSAGE**: Increases swelling and bleeding

**CONCUSSION**
Concussion occurs after a blow to the head. There is brain injury with some immediate or delayed disturbance of brain function.

Signs and symptoms include:
- Double vision
- Memory loss
- Headache
- Vomiting
- Giddiness and/or loss of consciousness
- Confusion and disorientation

A player displaying any of these signs MUST be removed from the playing arena immediately and referred to the College nurse or medical practitioner. They are NOT allowed to come back onto the field for at least one week.

Delayed signs may appear well after the blow to the head. Accordingly, deterioration of consciousness after apparent recovery or onset of signs and symptoms require immediate medical attention.

After any head contact injury, players MUST refrain from contact sport for at least 7 days and must have a medical clearance written by a medical practitioner before resuming sport.

**HEAT STRESS**

Heat stress occurs after long periods of strenuous activity in a hot environment. Players should be well hydrated prior to playing a match.

Signs and symptoms include:
- Cool, clammy pale skin progressing to red skin
- Nausea
- Headache
- Sweating
- Rapid, weak pulse
- Dizziness and weakness

Lie the player down with legs slightly raised. If conscious, give cold water to drink.
If unconscious, place player on their side and ensure players airway is clear. Monitor breathing and pulse.

**HEAT STROKE**

This is where the body systems start to shut down due to overwhelming heat. Without prompt care, the player will die.

Signs and symptoms include:
- Red, hot skin
- High body temperature
- Progressing deterioration of conscious state.
- Bounding pulse
- Rapid, shallow, noisy breathing

Lie the player down and cool the body with water. Give cool drinks if conscious. Seek urgent medical attention.
ASTHMA

Most asthmatics will have their own plan of action. Call an ambulance immediately if at any time you are concerned or the player’s condition deteriorates.

1. Sit the player upright and calm them down.
2. Give 4 puffs of a reliever (Ventolin, Asmol, Bricanyl, Respolin) using a puffer or preferably a puffer and a spacer.
3. Wait four minutes.
4. If there is no improvement, repeat steps 2-3.
5. If still no improvement call an ambulance immediately.

DIABETICS/HYPOGLYCEMIA (low blood sugar)

Signs and symptoms include:
• Drowsiness
• Nausea
• Trembling and/or lack of coordination
• Sweating
• Hunger and stomach cramps
• Crying
• Irritability

If the player is conscious, give any ONE of the following:
2 teaspoons of sugar or honey, 7 jellybeans, ½ can of non-diet softdrink, ½ glass of fruit juice. Follow up with additional food such as biscuits and milk.

Symptoms should disappear in 5-10 minutes. Only if the player has a fit or is unconscious is medical help necessary.

EPILEPSY

Most seizures are over within 5 minutes. Most seizures do not require medical assistance, however, if a seizure goes on for more than 10 minutes, or another seizure begins, obtain medical assistance.

• Roll the player onto their front with their head turned to one side and their chin extended. If a violent seizure has begun, wait until after they slow down to do this step. This will prevent the tongue falling back and will keep the airway open
• Do not move the player during a seizure
• Do not try to place anything in the player’s mouth
• Offer support and reassurance when the player returns to consciousness
• Allow the player to rest after the seizure
AGSV REPRESENTATION

Students have the opportunity to try out for AGSV Combined team selection if they:

- Participate regularly for the College in their nominated sport.
- Have the necessary ability.
- Exhibit good behaviour at training’s and matches.
- Display appropriate behaviour and attitude in the classroom

Generally only Open players will be nominated for selection.

Coaches of Open First teams will be asked to nominate players for AGSV representation by the Director of Sport. The Director of Sport will send the approved nominations to the AGSV Executive Secretary. Approved nominated players will attend a selection day. Selected players will participate in the AGSV Combined team against the APS Combined team. An Assumption College AGSV Combined team representative must be available to participate in both of these matches, including training sessions.

Where a student is selected for more than one sport, and where these sports are played on the same day, the student must select the sport in which they are to participate in.

ADELAIDE EXCHANGE WEEKEND

Assumption College is involved in a ‘co-curricular exchange’ weekend with Sacred Heart College in Somerton, Adelaide each August. Schools alternate year by year in the hosting of the weekend. The Exchange is principally a ‘Cultural’ experience for both schools. It must also be made clear to all eligible participants that the ‘Exchange’ weekend is a ‘privilege’. Appropriate behaviour from all our students prior and during the exchange is also a determining criteria in the selection of teams. The activities/sports involved are:

- Debating
- Boys Football
- Music Performances
- Boys and Girls Soccer
- Girls Hockey
- Athletics

Staffing of the Exchange weekend is generally based on giving first option to the Open coaches during the AGSV & AGSV/APS sporting seasons. These staff members are expected to be involved in the entire weekend, including the Friday night social, Saturday night mass, debate, music and the Sunday sports matches.

Due to a Cultural emphasis, Year 11 and 12 students who have participated regularly in the AGSV or the AGSV/APS Sporting season Open teams will be eligible for selection. Year 10 students may be invited to participate after discussion with the Director of Sport and the Exchange Co-ordinator.

Students in Years 7 – 9 will only be considered eligible for the Exchange weekend if the weekend is held in Kilmore and there are not enough Year 10 – 12 players. This is at the discretion of the Director of Sport.
Where two students of similar ability are contesting for a position in a team, the student of the higher Year Level will have precedence over the student from the younger Year Level.

Coaches for the weekend will select squads for the approval of the Director of Sport when requested by the Director of Welfare. This will be done at least six weeks prior to the weekend.

The number of selected students will not exceed the following:

- **Netball**: 10 players
- **Hockey**: 16 players
- **Basketball**: 10 players
- **Football**: 25 players
- **Soccer**: 16 players

**OTHER REPRESENTATIVE TEAMS**

Students’ can nominate themselves for participation in the School Sport Victoria (SSV) Association or Catholic Schoolgirls. The student attends selections on designated days. It is up to the individual to nominate for SSV representation. This must be completed online at [www.ssv.vic.edu.au](http://www.ssv.vic.edu.au).

Coaches may be given the opportunity to attend ‘All Schools’ Tournaments throughout the year. The coach and the entire team must be interested to participate. The Director of Sport and the College Senior Leadership Team must approve the event. Once approval is granted, all organizational matters will be dealt with by the relevant Coach and appropriate Director of Sport. In most cases, the school will cover costs.

**HERALD SUN SHIELD/VICTORIAN NETBALL CHAMPIONSHIPS**

On occasions, the College participates in these two State Level Championships annually.
- The Herald-Sun Shield involves the First XVIII Football team
- The Victorian Netball Championships involves the Intermediate A and the Junior A Netball teams (8A and 7A)

Coaches of these teams will have the First option to attend these events.

**MARIST CARNIVALS**

The College also attends Marist Carnivals for the following sports:
- Girls Netball
- Boys and Girls Basketball
- Boys Cricket

The College’s participation in these events are determined annually by the Senior Leadership Team.

**TEAM EXCURSIONS/OTHER SPORT MATCHES**

The Director of Sport along with the College Senior Leadership Team MUST approve all intended sports excursions and extra sport matches.
As a guide the following criteria must be met:

- The trip must be seen as offering the students involved a higher level than or compliment what is currently involved at the AGSV or the AGSV/APS level
- The staff/student ratios must be met
- An appropriate permission form must be written and endorsed by the Director of Sport. A form must be distributed to each of the students involved, endorsed by the parents/guardians and returned to the Director of Sport prior to the trip
- The cost of the trip will need to be covered by the attending students

**SPORTS AWARDS PRESENTATION NIGHTS**

The Summer Awards night is held at the start of Term 2, while the Winter Awards night will be held near the end of Term 3.

Coaches are officially thanked, student awards are presented and there is a variety of entertainment.

The events are organised by the relevant Directors of Sport with assistance from staff.

All sports for the entire year are acknowledged.

Please note that all college events are **alcohol free**.

**END OF SEASON BREAK-UP CELEBRATIONS**

Please note that end of season dinners, BBQ’s, breakfasts, etc. are, in general, not permitted. Applications can be made to the Senior Leadership Team, or Director of Sport if an event of this nature is requested.

**STUDENT AWARDS**

Sports Awards are presented at the Annual Sports Presentation Nights, Speech Night or at Full School Assemblies. Some Awards are presented to students’ in person only.

**BEST PLAYER AWARD**

**AGSV & AGSV/APS** – The ‘Best Player’ Awards are based on the 3, 2, 1 votes given each week. These will be given to the Director of Sport along with the weekly scores after the match. These votes should be awarded by an umpire of the match if possible. If this is not possible, then the relevant coach may award these votes. The Director of Sport will compile ‘Best Player’ votes and disclose them at the end of the season and/or at the relevant Sports Presentation Night.

**GIRLS** – Multiple players in each team may be able to receive the ‘Best Player Award’ if they are equal on votes at the completion of the season.

**BOYS** – There is provision for joint awards but where possible, a ‘countback’ is used to determine a sole winner.

**AGSV Swimming and Athletics** –

Coaches will be asked to submit a ‘Champion Swimmer’ for each Year Level. It is not compulsory to nominate a Champion for every Year Level. Champion swimmers will have exhibited the following throughout the season:

- Regular and punctual attendance at trainings and matches
• Displays good sportspersonship
• Presents themselves within the College Code of Conduct (e.g.: dress, jewellery, etc.)
• Shows a high level of physical and mental ability within that particular sport
• May have broken record times or personal best times throughout the season
• May have participated in events outside the College Co-curricular structure (e.g.: All Schools Championships, State Level meets, etc.)

COACHES’ AWARD

The ‘Coaches’ Award’ is nominated by the coach for all sports at each Year Level or team. Only one player can receive this award per team or Year Level. The Director of Sport will ask for nominations from coaches at the completion of the season.

*Trophies are engraved with NAME, SPORT/LEVEL/CATEGORY, ACK/YEAR

Nominees must have:
• Played a majority of fixtured games
• Been a role model in terms of school and team spirit
• Abided by the College Code of Conduct at all times

OPEN 1ST PREMIERSHIP PLAYERS

All players who have represented the College in an Open 1st Premierships team, even if it is for only one match will be presented with a College certificate by the Director of Sport and/or the team coach

EXTERNAL SPORTING ACHIEVEMENTS

It is the responsibility of any student who has achieved a higher level in sport outside of the College to alert the Director of Sport and/or the team coach of their achievement. The student in this case will receive acknowledgement at a College Full School Assembly and/or College Newsletter.

AGSV REPRESENTATIVES

Any student who gained AGSV Combined team representation will receive a College pennant at the relevant Sports Presentation Night.

COLLEGE COLOURS

HALF colours = Blue and Gold ribbons folded over the breast pockets with blue predominant
FULL colours = Blue and Gold ribbons folded over the breast pockets with gold predominant

A student can obtain a Colours form from outside the Principal’s Assistant.
The student must fill out the form according to the Colours Criteria. Colours will be granted automatically on qualification, however if the coach, Director of Sport, The Deputy Principal or The Principal refuse to grant the Colour, the Colour will be revoked.
Colours can be revoked at any stage in a student’s schooling.

Students in Years 11 and 12 may only wear College Colours on their blazer.
The Coach, Director of Sport and the Principal must sign the Colours form respectively.
SPONSORSHIP OF ASSUMPTION COLLEGE TEAMS

Under no circumstances are Assumption College players permitted to endorse a product on their College sports uniform whilst representing the school.

ASSUMPTION COLLEGE SPORTING POLICIES

STUDENT PARTICIPATION POLICY

Students at Assumption College are expected (as part of their enrolment into the college) to make themselves available to participate in at least one co-curricular activity per year. Students are given the opportunity to select the sports/activities they are to be involved in within the 12-month period.

Once a student selects a sport/cultural activity on their ‘Co Curricular Selection Form’, they have a season-long commitment to that sport; changing from one activity to another is not permitted. The Director of Sport will deal with extenuating circumstances.

Students’ who select a sport/cultural activity on their ‘Co Curricular Selection Forms’ must be available to participate when and where necessary throughout the entire season

Students should participate in a level of sport that is suitable to their ability.

A player will have a primary commitment to the team he/she has been placed within for the entire season; a player may compete in another College team ONLY after approval has been granted from the Director of Sport, both coaches, the player(s) and parent(s) concerned.

Students should participate in their chronological age group or Year level team; younger students can compete in older age group or Year Level teams where the Director of Sport sees appropriate.

Formulated AGSV or AGSV/APS team rules, the Assumption College Code of Conduct and the AGSV Code of Conduct apply at all times.

STUDENT UNAVAILABILITY FOR A MATCH

CO-CURRICULAR ATTENDANCE POLICY

When students sign up for a sport, they agree to the terms and conditions stating that you make yourself available for ALL SATURDAY GAMES FOR THE SEASON.

1) If there is a legitimate reason why you cannot fulfil this commitment (injury etc.) then a ‘Co-Curricular Leave Application Form’ must be submitted to the Director of Sport no later than 3:30pm on the Monday before the game you are applying for leave from.

2) This application will be processed and you will be notified of its outcome via email. Your coach will be cc’d into the email.

To maintain the integrity of the competition, as well as avoiding letting your teammates and coaches down, this procedure must always be followed. The only exception to this is if you fall ill after the Monday deadline, then you must provide a medical certificate upon your return to school.
The leave application form is available on the college website

If a student should fall ill on the day of competition, they must notify their coach and the Director of Sport as soon as possible and **MUST** produce a medical certificate on Monday at school excusing them from attending.

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**STUDENT TRAINING POLICY**

**ATTENDANCE**

- If injured, players must attend trainings to assist coaches
- All appointments etc must not be made on training nights or on match days
- If unable to train, the coach or in the case of the 1st XVIII an official, must be notified BEFORE training.
- **No train, no excuse... no game.** (however, to not put the team at a disadvantage through player shortage, the student must still turn up to the game and will only be played if required)

**NOTE:** At the discretion of the Director of Sport, non-attendance at training will result in a Friday night or Saturday detention

**TRAINING**

- No player is to touch a ball until the warm-up has been completed; always begin with short handballing/kicking in football or whatever is appropriate to each sport
- After the warm-down and stretch at the end of training, no player should continue kicking, throwing etc due to cool-down/fatigue and danger of muscle tear
- Drink ‘a little, a lot’ – do not consume large amounts of water at any time during training (Try to drink water before and after training also)
- ‘Too much schoolwork' is not an excuse to miss training but rather an indication to get organised and manage your time better; please see coaches, or in the case of the 1st XVIII the officials, if there is a problem

**SPORTS EQUIPMENT AND FACILITIES POLICY**

- The equipment that is given to coaches at the beginning of a season remains the property of Assumption College
- Coaches are responsible for the equipment they are given. They are also responsible for taking the appropriate equipment to trainings and to matches
- If a coach wishes to change or replace the contents of their equipment kit, they must see the Director of Sport
- At the completion of a season, ALL equipment must be returned promptly to the Director of Sport no later than 2 weeks after the relevant season has concluded
- The Sports Equipment Storeroom and the Gonzales Centre Physical Education Storeroom are out of bounds to all staff and students except Physical Education staff and the Directors of Sport
- Access to College sporting facilities is only available to coaches of Assumption College sporting teams, Physical Education staff and members of the public who the College Business Manager has approved the use of College facilities
- The Gonzales Centre, the Fitness Room and the Halpin Netball/Tennis Complex must be FULLY locked after training and match play
- No student is allowed into ANY Assumption sporting facility without a member of staff or coach. (Boarding students are not exempt from this rule)
- No student is permitted to borrow sports gear from any coach or from the Sports Storeroom without the approval of the Director of Sport. (Boarding students are not exempt from this rule)
- The College Theatre may be used for training. Bookings are to be made in advance at Reception. See College Theatre Policy in Staff Handbook.

**SPORTS UNIFORM POLICY**

The Assumption College Sports Colours are Royal Blue, Sky Blue with a dash of Gold. Students can train in casual sports clothing.

Students MUST ONLY be wearing the correct Sports Uniform during their match as outlined below.

| Athletics                  | • ACK royal blue running shorts*  
|                           | • College Sports singlet (NO BASKETBALL SINGETS ALLOWED)  
|                           | • Running spikes (available from ACK) or runners+  
|                           | • ACK socks  
| Basketball                | • ACK short-length Sports shorts (no pockets)  
|                           | • ACK Sports singlet (with small number on front & large number on back)  
|                           | • Runners+  
|                           | • ACK socks  
| Cricket                   | • White cricket trousers  
|                           | • ACK white cricket shirt  
|                           | • Runners+  
|                           | • ACK socks  
| Cross Country             | • ACK royal blue running shorts*  
|                           | • ACK Sports singlet  
|                           | • Runners+  
|                           | • ACK socks  
| Equestrian                | • ACK PE polo shirt  
|                           | • Beige Jodhpurs+  
|                           | • Riding boots+  
|                           | • Helmet+  
|                           | • ACK socks  
| Football                  | • Royal blue football shorts  
|                           | • ACK football jumper with number on back.  
|                           | • ACK football socks  
|                           | • Football boots+  
| Golf                      | • ACK PE polo shirt  
|                           | • Tailored pants+  
|                           | • Runners/golf shoes+  

Updated 16/01/2014
<table>
<thead>
<tr>
<th>Sport</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hockey</td>
<td>• ACK socks</td>
</tr>
<tr>
<td></td>
<td>• ACK short-length Sports shorts</td>
</tr>
<tr>
<td></td>
<td>• ACK short-sleeve Sports shirt</td>
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<tr>
<td></td>
<td>• Hockey stick+</td>
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<tr>
<td></td>
<td>• ACK football socks</td>
</tr>
<tr>
<td></td>
<td>• Royal Blue bike shorts (optional)*</td>
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<tr>
<td></td>
<td>• Runners+</td>
</tr>
<tr>
<td>Netball</td>
<td>• ACK Sports skirt and ACK Sports singlet with 8 Velcro squares OR</td>
</tr>
<tr>
<td></td>
<td>College Lycra Bodysuit (Open 1st only)</td>
</tr>
<tr>
<td></td>
<td>• White crew socks+</td>
</tr>
<tr>
<td></td>
<td>• Runners+</td>
</tr>
<tr>
<td>Soccer</td>
<td>• ACK short-length Sports shorts</td>
</tr>
<tr>
<td></td>
<td>• ACK long-sleeve Sports shirt (numbers for First teams only)</td>
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<tr>
<td></td>
<td>• ACK football socks</td>
</tr>
<tr>
<td></td>
<td>• Runners/football boots+</td>
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<tr>
<td>Softball</td>
<td>• ACK PE polo shirt</td>
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<tr>
<td></td>
<td>• ACK PE shorts</td>
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<td></td>
<td>• ACK football socks</td>
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<td></td>
<td>• Runners</td>
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<td></td>
<td>• ACK sports cap</td>
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<tr>
<td>Volleyball</td>
<td>• ACK short-length Sports shorts</td>
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<tr>
<td></td>
<td>• ACK short-sleeve Sports shirt (numbers for First teams only)</td>
</tr>
<tr>
<td></td>
<td>• Royal blue &amp; white knee pads+</td>
</tr>
<tr>
<td></td>
<td>• Runners+</td>
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<tr>
<td></td>
<td>• ACK socks</td>
</tr>
<tr>
<td>Swimming</td>
<td>• College bathers OR predominantly blue or black competition bathers</td>
</tr>
<tr>
<td></td>
<td>• ACK Swimming Cap</td>
</tr>
<tr>
<td>Boys Tennis</td>
<td>• ACK Tennis shirt</td>
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<tr>
<td></td>
<td>• ACK PE shorts</td>
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<tr>
<td></td>
<td>• Runners+</td>
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<td></td>
<td>• Assumption sports cap</td>
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<tr>
<td></td>
<td>• ACK socks</td>
</tr>
<tr>
<td>Girls Tennis</td>
<td>• White short sports shorts or tennis skirt+</td>
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<tr>
<td></td>
<td>• ACK PE polo shirt+</td>
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<tr>
<td></td>
<td>• Runners+</td>
</tr>
<tr>
<td></td>
<td>• ACK sports cap</td>
</tr>
<tr>
<td></td>
<td>• ACK socks</td>
</tr>
</tbody>
</table>

*Available from the College Second Hand Shop ONLY.
+Available from general sports stores.

Students MUST wear the College tracksuit or Full School Uniform when travelling, and off the court/field and when visiting a food stop venue; THERE IS NO COMPROMISE!

**Failure to wear the correct uniform on match day will result in withdrawal from the match and/or not being allowed to board the bus on away matches.**

Updated 16/01/2014
The College Code of Conduct applies on all Match days. PINK slips can be written up if students are wearing make-up, any body piercings, the incorrect uniform, excessive jewellery, chewing gum, etc.

**PROTECTIVE EQUIPMENT POLICY**

**MOUTHGUARDS**

Mouth guards MUST be worn on match days and training for:
- Football
- Hockey
- Soccer

Mouth guards are recommended for Basketball.

**HELMETS**

Helmets MUST be worn on match days and trainings for:
- Cricket
- Equestrian
- Hockey goalie
- Softball batters

**SUN SMART & WATER BOTTLE POLICY**

The College’s SunSmart policy also applies to all co-curricular activities undertaken outdoors. Students must wear an approved College hat in terms 1 and 4 when:
- Training outside
- Playing outside
- In between games, while waiting outside (and not under direct shelter)

The coach of the individual team has the discretion to overrule this policy, but should only be done in extreme circumstances (for example, when the nature of the activity dictates that it is not practical to wear a hat)

It is advisable that coaches also wear a broad-brimmed hat that covers the ears, neck, nose and face. Students and coaches should wear shirts with collars and sleeves to training. SPF 30+ sunscreen when outdoors is highly recommended for students and coaches. Utilising shaded or covered areas should be used wherever and whenever practical. Students must carry a water bottle to all training and matches. Water bottles MUST never be shared between users.

**POLICY ON EXTREME HEAT ON SPORTS TRAINING AND MATCH DAYS**

**TRAINING**
Sports training will be cancelled on days of extreme heat (see AGSV or AGSV/APS Extreme Heat Policy via www.agsvsport.com.au

Before the conclusion of lunch (1.30pm) the Director of Sport along with the Deputy Principal will make a decision regarding training.

NOTE: a PA announcement will ONLY be made if training is to be cancelled.

MATCH DAY

Refer to combined AGSV/APS Sport Adverse Weather Policy via www.agsvsport.com.au for details. Weather conditions are to be monitored and implemented by the Director of Sport.

**POLICY ON WET WEATHER ON SPORTS TRAINING AND MATCH DAYS**

In the event of lightning, all sports training and/or matches **must be cancelled**. Sports fields MUST be cleared of players, spectators, umpires and coaches. A suitable shelter should be found.

In the case of puddles on an outside court, every effort should be made to rid the court of puddles using the squeegeys provided by the College in the Tennis Pavilion and in the Netball Storeroom at the back netball courts. A court should be deemed unplayable if there are puddles on the court.

**TRAINING**

The decision to cancel training due to rain will not be made lightly.

Before the conclusion of lunch (1.30pm) the Director of Sport along with the Deputy Principal will make a decision regarding training. A PA announcement will ONLY be made if training is to be cancelled.

Certain coaches may be happy to conduct their training in classrooms, under cover, at the Kilmore Leisure Centre etc. Announcements will be made to alert the students involved that training will still occur. Coaches are asked to let the Director of Sport know that training is still to occur when the weather is questionable.

**MATCH DAY**

The decision to cancel a match should never be made quickly and easily.

The relevant coaches and/or the Director of Sport are to make the decision based on the overall safety of the players involved (condition of the surface, wind chill factor, etc.)

**AWAY MATCHES**

The Directors of Sport will notify the relevant coaches if wet weather is called. In the sport of cricket, wet weather may be called on a Friday afternoon. All students are still expected to arrive at the College bus loop as usual and await the ACK coaches’ instructions. The ACK coach must wait until all players have been picked up from the College and assist in phoning parents if necessary.

**HOME MATCHES**

*Girls AGSV/APS & Boys AGSV* – If wet weather is called by coaches, the ACK coach needs to phone the relevant ACK Director of Sport who will alter the Assumption wet weather message and attempt to alert the opposing
teams concerned. If the ACK Director of Sport calls a wet weather they will attempt to make contact with the ACK coach(es) concerned. The ACK coach must still arrive at the ACK game venue and alert each of their players. The ACK Coach must wait until all players have been picked up from the College and assist in phoning parents if necessary.

**SPORT BUS POLICY**

The Director of Sport will order buses for all away matches in the AGSV and the AGSV/APS competitions. Staff or coaches wishing to order extra buses or alter an existing booking must see the Director of Sport.

We are required by law to provide ‘reasonable care’ for our students. This includes FULL supervision on buses. It is the College’s policy that ALL coaches travel the full distance with their teams on buses. The Director of Sport and the Deputy Principal must first approve any deviation to this rule.

Buses must leave on the time designated, late students will be left behind and must be reported to the Director of Sport on the Monday morning following the match.

Buses must not be re-directed to cater for individual students.

Coaches MUST also wait at the College until ALL of their players have been collected by their parents or other delegated people after returning from a match or after wet weather has been called.

**BUS LISTS**

Bus lists will be filled out as part of the ACK Sports Report. Coaches will be sent a link to the form which needs to be filled at each of the pick up points.

An example of how to correctly fill out a bus list is shown below:

<table>
<thead>
<tr>
<th>Megan Ryan (W)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth Hurley (A)</td>
<td></td>
</tr>
<tr>
<td>Michael Jackson (C)</td>
<td></td>
</tr>
<tr>
<td>Thomas Cruise (A)</td>
<td></td>
</tr>
</tbody>
</table>

**PICK UP/DROP OFF AREAS**

For legal reasons, there are ONLY three points of pick-up/drop-off, listed below:

- Assumption College Bus loop
- Wallan Memorial statue
- Craigieburn Kingswood Drive Fish & Chip shop

**Parents must be present when students are dropped off at Craigieburn or Wallan or the student in question must continue on to Assumption College.**

**NOTE:** Buses are NOT to travel to students’ houses, driveways etc for pick-up or drop-off

**BUS BEHAVIOUR**
It is the coach’s job to ensure:
- Students must be facing forwards in their seats
- Seat belts are worn if fitted
- No eating/drinking
- Students clean the bus prior to getting off the bus when returning to Assumption College
- A reasonable level of behaviour is exhibited

It is the coach’s job to ensure the bus is left CLEAN before the students get off the bus when arriving back at the College.

**DIRECTIONS TO VENUES**

- Bus drivers will have been given directions to venues, including Melway References
- Girls AGSV/APS coaches will also been given a list of Melway References to away venues

**Students NOT travelling by bus:**

Students not travelling to and/or from venues must let the relevant coach know by the Friday afternoon prior to the game. There is no need to list their name on the bus list.

**NOTE:** Students MUST produce a note signed by their parents/guardians or boarding staff if they are to travel one way ONLY. The note must list who is to meet or drop the student at the venue and drop-off or pick-up time. This note must be kept and given to the Director of Sport along with the season permission forms at the completion of the season.

**SPORT FOOD STOP POLICY**

A food stop will only occur for teams travelling to either The Peninsula School, Geelong Grammar or Geelong College. The bus company (Seymour Coaches) will be made aware of this when the bus bookings are made. The coach is to negotiate with the bus driver where the food stop will occur.

The Director of Sport will list food stops in the daily bulletin. Coaches are asked to adhere to these instructions. If a food stop is not listed, coaches are not to stop. Buses are to arrive back at Assumption College as close to the scheduled time as possible.

Food stops may include:
- McDonalds
- Hungry Jacks
- Subway
- Any other place suitable for bus parking

It is polite to have the bus driver or a coach phone the food restaurant at least 30 minutes prior to arriving if the number of students on the bus exceeds 20.

Coaches should accompany students into the restaurant area and ensure all students exhibit the correct behaviour.
Students must wear the College tracksuit or Full School uniform when getting off the bus to enter a food restaurant.

It is up to the bus driver concerned whether or not eating/drinking is allowed on the bus. If the students are allowed to eat/drink on the bus, coaches must ensure the bus is CLEAN when the bus arrives back to Assumption College.

**NOTE:** The Boarding Supervisor(s) always requisition money for boarders who are travelling away.
INTRODUCTION

Cultural Activities at Assumption College have flourished a great deal over the years. Students have gathered in various groups across the college to share their talents and form strong bonds in a co-curricular environment.

Debating, music, dance, drama, photography and sound and light students have worked together to grow, perform and learn from talented staff with fantastic facilities and resources.

Assumption College cultural activities have allowed students to learn to move beyond boundaries and experiment with different ideas, to be confident and self-disciplined, and to collaborate with others.

Over time, students have had various opportunities to perform and represent the school at festivals, competitions, concerts and at our annual Sacred Heart Exchange weekend.

Students have developed skills to take into the performing arts industry and the workforce in general, whilst also forming relationships that have lasted a lifetime.

CULTURAL ACTIVITIES AT ASSUMPTION COLLEGE

- Adelaide Exchange Ensemble
- Assumption Day Concert
- Choir
- Concert Band
- Dance Co-curricular and Concert
- Debating
- Junior Production
- Junior Rock Band
- Intermediate Rock Band
- Senior Rock Band
- Music and Production Camp
- Music Soiree
- Performances at assemblies and mass
- Photography Team
- Sound and Light Crew

DEBATING

Assumption College is a member of the Debating Association of Victoria’s School Competition (DAV). We compete against up to 40 schools within the Coburg region. There are generally 5 debates a year (unless students’ progress to finals) which are held at Mercy College Coburg. The Debates run through Term 1-3.

Training nights are Wednesday nights. Wednesday night meetings are generally fortnightly. Once the debate dates are published (February), a training and preparation calendar will be published. If two Debates are close together, there may be training every Wednesday in between the two.
Students will be divided up into grades depending on their experience and year level; A Grade (Year 12’s), B Grade (Year 11’s), C Grade (Year 10s) and D Grade (Year 7-9s).

Failure to attend a scheduled debate results in the school responsible being fined. All students must commit and must attend.

Senior students may also be eligible to apply for a position on the Sacred Heart/Assumption College Exchange Debating Team. This requires extensive preparation and training during Term 3.

Debate nights are late nights. Students go directly to the library after school to prepare, at 4:30pm they get onto the bus and are off to Coburg. Debates start at 7pm for an advised topic and 6pm for a secret topic. Debates end at 9pm. Students return back at the school at 10:15pm.

**JUNIOR PRODUCTION**

Students from Years 7 - 9 are able to participate in this cultural activity each year. They will be participating in a Musical which will enable them to build skills for the stage and behind the scenes. The aim of this group is to develop skills in students for auditions, performances and backstage work in productions. This activity requires regular attendance after school Thursdays for Term 1 and 2 plus some Sundays.

**DANCE CONCERT**

Students from Years 7 – 12 are able to participate in this cultural activity each year. We perform at the Plenty Ranges Arts and Convention Centre. Students in co-curricular dance classes, sessional dance classes, or classroom dance classes from Years 9 – 12 are involved. Routines are prepared during Friday after school dance co-curricular sessions and at lunch times and costumes are provided. Students need to wear an ACK Dance Top and dance shoes at all rehearsals and performances. The Dance Concert will be held Saturday 2 September 2017.

**ASSUMPTION DAY CONCERT**

Students from Years 7 – 12 are able to participate in this cultural activity each year. We perform the afternoon of Assumption Day in August at ACK in the Gonzalez Centre. Any students wanting to be involved are encouraged to participate and will need to attend a rehearsal prior to the concert. Priority is given to students who take part in co-curricular groups. The concert is judged by a panel of judges and performed in front of the all staff and students at ACK.

**ADELAIDE EXCHANGE CONCERT**

Students from Years 10 – 12 are able to participate in this cultural activity each year. This is a ‘co-curricular exchange’ weekend with Sacred Heart College in Somerton, Adelaide each August. Schools alternate year by year in the hosting of the weekend. The Exchange is principally a ‘Cultural’ experience for both schools. It must also be made clear to all eligible participants that the ‘Exchange’ weekend is a ‘privilege’. Appropriate behavior from all our students prior and during the exchange is also a determining criteria in the selection of performers.
MUSIC CO-CURRICULAR ACTIVITIES

- Adelaide Exchange Ensemble – Year 10 to 12 by audition
- Assumption Day Concert – By audition
- Choir – students from year 7 to 12 – rehearsals are held Tuesday lunchtimes
- Concert Band – students from Year 7 to 12 who learn an instrument are welcome to join - rehearsals are held Monday 3:30 to 4:45pm
- Junior/Intermediate/Senior Rock Band – various rehearsal times
- Music and Production Camp – May 4, 5, 6 for students involved in the music co-curricular ensembles and Junior Production
- Music Soiree – Instrumental students and music ensembles
- Performances at assemblies and mass – Cultural Co-ordinator to select students and ensembles to perform

Students across the college are encouraged to participate in any of these music cultural activities throughout the year according to their level of experience and age. The Junior and Senior Music Soirees are an opportunity for our music students to perform their work to a live audience. Students must be aware of performance standards before they are able to give public performances.

Attendance at rehearsals is compulsory as it difficult for groups to rehearse with students missing. Rehearsals usually take place at lunch times and after school.