



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: SPORTS POLICY

RESPONSIBILITY	DETAIL	NAME	SIGNATURE	DATE
Author:	Administration	N. Swart		4/6/25
Approved:	Chairperson: Governing Body	S. Gebr		9/6/25
Approved:	Principal	A. Kitching		2/6/25
Approved:	Deputy Principal	C.P. Snyman		03/6/25
Approved:	Head of Sports	S. Duvange		3/6/25
Approved:	Treasurer:	H.C. Kotzi		3/6/25
Approved:	Secretary:	S. Rossouw		3/6/25
Approved:	Governing Body Member	S. DUVENAGE		3/6/25
Approved:	Governing Body Member	C. JENSEN V. RENSTING		2/6/25
Verified	Department: IDSO	N. G. VABAZA		11/6/25
Approved/Checked	Department	N/A	N/A	N/A

Version No	Date	Description
Review		
Review		
Review		
Review		
Review		
Review		



HIGH CRADOCK SCHOOL
POLICY & PROCEDURE
SPORTS POLICY

TABLE OF CONTENTS

1. SPORTS STRUCTURE	3
2. OBJECTIVE	3
3. MOTIVATION	4
4. OBJECTIVES	4
5. TYPE OF SPORTS	5
6. PRE-SEASON AND IN-SEASON PARTICIPATION	5
7. PRACTICE TIMES	7
8. CONFLICT BETWEEN SPORT CODES	7
9. ABSENCES	7
10. AFFILIATION WITH SPORTS BODIES	7
11. DUTIES AND RESPONSIBILITIES	8
12. CODE OF CONDUCT	14
13. TOURS AND CLINICS	16
14. SPORTS FACILITIES	17
15. BUDGET	17
16. COURSES AND REFEREE EXAM	18
17. REFRESHMENTS	18
18. MEETINGS	19
19. CORRESPONDENCE	19
20. SPORTS FILE	19
21. ANNUAL PROGRAM	20
22. EQUIPMENT	21
23. TRANSPORT	21
24. AGE GROUPS	22
25. AWARDS	22
26. EXTERNAL COACHES	22
27. TEAM SELECTION	22
28. NON SCHOOL SPORTS	23
29. SPONSERSHIP	23
30. TEAM CAPTAINS	24
31. IDEMNITY FORMS	24
32. INJURIES	25
33. FIRST AID	25
34. UNIFORM	25
35. SPORTS COUNCIL	26
36. FUNDRAISING	27
37. CONCLUSION	28



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: SPORTS POLICY

1. SPORTS STRUCTURE

PRINCIPAL			
<i>Mr. A.G. Kitching</i>			
DEPUTY PRINCIPAL			
HEAD OF SPORTS			
<i>Mr S Duvenhage</i>			
ATHLETICS <i>Ms N Swart</i>	RUGBY <i>Mr S Duvenhage</i>	HOCKEY <i>Ms M Nel</i>	NETBALL <i>Ms I Opperman</i>
TENNIS <i>Ms J du Toit</i>	SQUASH <i>Ms M Ludik</i>	GOLF <i>Mr S Duvenhage</i>	SWIMMING <i>Mr S Duvenhage</i>
	CHESS <i>Ms M. Meyers</i>	CRICKET <i>Mr S Duvenhage</i>	

2. GOAL

We as Cradock High School strive to foster a culture of sportsmanship, teamwork, and excellence in sports. We want to give every learner the opportunity to use their God-given talents to reach their full potential on and off the pitch, through participation in various sports, developing skills and promoting a healthy lifestyle.

This policy serves as a guideline within which it should be carried out.



HIGH CRADOCK SCHOOL

POLICY & PROCEDURE

SPORTS POLICY

3. MOTIVATION

- Cradock High School endorses South African School Sport Association as the official sports organisation for all sports.
- Sports form an integral part of official educational programs.
- Sports performance is an important marketing tool of Cradock High School.
- The school is affiliated with the prescribed sports bodies.
- Sport is done as an individual competition or as a team competition on a relaxing as well as a competitive basis.
- Sports classify as an extracurricular activity that promotes the cultural pride, discipline, and healthy self-esteem of each individual.
- The role of the school as an educational institution is to guide the learners so that growth in all areas can lead to responsible maturity.
- The development of motor muscle functions.

4. OBJECTIVES

- To expose learners to fair, honest, and competitive participation in sport.
- To teach learners to compete with discipline, respect, and humility, and to enjoy sport.
- To foster healthy relationships with other schools and build bridges through sport.
- To help learners develop a healthy self-image.
- To strengthen family bonds by encouraging learners, parents, and educators to enjoy sporting events together with the appropriate discipline and sportsmanship.
- To develop learners' speed, strength, endurance, coordination, and flexibility.
- To cultivate leadership qualities and emotional stability through decision-making, accepting responsibility, and learning to submit to authority.
- To improve concentration and to learn how to live peacefully and harmoniously with fellow learners.
- To provide learners with opportunities to explore and enhance their God-given talents, to develop those talents independently, and to embrace the spirit of sport.
- To experience the thrill of competitive sport. Winning is not everything, but it is rewarding. A culture of winning should be encouraged—but never at the expense of core values. Learners must learn to win and lose with grace.



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: SPORTS POLICY

- To ensure that every learner has access to participate in any sport offered by the school and to compete at the highest possible level.
- To ensure that all sports are equally valued so that players, coaches, and supporters are proud to be associated with all disciplines.

5. TYPE OF SPORTS

A distinction is made between school sports that can be practiced on school grounds by all learners. These sports are primarily coached by staff members. Where there is a shortage of qualified staff coaches, external coaches are appointed.

Cradock High School does not allow boys and girls to participate together in any sport that involves physical contact. In contact sports, boys and girls must practice and compete separately in gender-specific teams.

The school offers the following sports:

Summer Sports:

- Athletics (boys and girls)
- Tennis (boys and girls)
- Golf (boys and girls)
- Swimming (boys and girls)
- Cricket (boys only)
- Squash (boys and girls)
- Chess (boys and girls)

Winter Sports:

- Hockey (boys and girls)
- Chess (boys and girls)
- Golf (boys and girls)
- Netball (girls only)
- Rugby (boys only)



HIGHCRADOCK SCHOOL

POLICY & PROCEDURE

SPORTS POLICY

All Grade 8 and 9 learners are required to participate in at least two sports, one of which must be a team sport, unless there is a valid medical reason. No learner may withdraw from school sport without the permission of the Head of Sport.

6. PRE-SEASON AND IN-SEASON PARTICIPATION

Some natural overlap between sports is allowed. The following sports will receive priority during their respective seasons:

- **First Term:** Athletics, Cricket, Tennis, Swimming, Golf, Squash
- **Second Term:** Rugby, Netball, Hockey, Chess, Golf, Squash
- **Third Term:** Cricket, Tennis, Chess, Golf, Swimming, Squash
- **Fourth Term:** Athletics, Golf, Swimming, Cricket, Tennis, Squash

A sport may begin pre-season training in the term preceding its official season, provided it does not interfere with the training and matches of the sport that has priority in that term. It is important that Athletics, Rugby, Hockey, and Netball begin their pre-season training in September (training groups only). However, please keep in mind that the sports in season must always be prioritized.

Trials may be held at the end of October or in the new year. If learners are attending extra classes or sports lessons, these must be scheduled around training times.

Therefore, it is essential that training times remain consistent and are communicated to players as early as possible to allow for proper planning.

CULTURE AND CHESS

- Cultural and chess sessions will take place on Mondays, Tuesdays, and Thursdays from 14:00 to 15:00.
- No other sporting activities (except for Athletics) are allowed during this time slot.

CONDITIONING

- It is important that all sports teams engage in conditioning. Conditioning sessions must be offered for all teams.



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: SPORTS POLICY

- The relevant coach must always be present to supervise and assist.
- The conditioning coach will liaise directly with the Head of Sport or the sport coordinator.

7. PRACTICE TIMES

See additional documents

8. COLLISION AT SPORTS

ATHLETICS

Cradock High School participates in athletics during the first and fourth terms. Athletics is considered an in-season sport until the District Meet, which marks the formal end of the school's athletics season. Athletes who progress beyond the District Meet will continue to receive support from their coaches and will be allowed to join winter sports later without being penalized. Athletes who do not qualify beyond the District Meet will resume regular training activities. The school strives to give every sport code a fair opportunity to operate during at least one term.

TRAINING SESSIONS THAT INVOLVE CONTACT OR FORMAL GAMEPLAY SITUATIONS MAY NOT BEGIN UNTIL AFTER THE DISTRICT, PROVINCIAL, OR NATIONAL EVENTS HAVE CONCLUDED.

This policy applies to all other sports in consecutive terms as well. For example, cricket may begin training in the second term, if it does not interfere with rugby practices or matches.

9. ABSENCES

If a learner is absent on the day of a match or on the preceding Friday, they may not participate in the match the following day. Additionally, if a learner misses the last two training sessions without a valid excuse, they will not be allowed to participate in that weekend's match.



HIGHCRADOCK SCHOOL

POLICY & PROCEDURE

SPORTS POLICY

10. AFFILIATION WITH SPORTS BODIES

- All sports offered by the school must be affiliated with the relevant official sports bodies, to enable participants to progress to the highest competitive levels in their sport.
- Affiliation fees must be paid annually to the respective associations.
- The amount payable is determined during the relevant sport's annual general meeting.
- The school covers the affiliation fees, except for equestrian sports.
- Proof of payment must be filed in the corresponding sport's file.
- Every participant (including reserves) must have a certified copy of their birth certificate and a recent photo on record.
- Rugby players must be registered with the official rugby union.
- Rugby players must be registered with Union.

11. DUTIES AND RESPONSIBILITIES

11.1. THE GOVERNING BODY

The Governing Body is responsible for drafting and approving the Sports Policy.

11.2. THE PRINCIPAL

The principal is overall responsible for all the sporting activities of the school. The principal gives effect to the Sports Policy as approved by the Governing Body.

11.3. HEAD OF SPORT

The Head of Sport has overarching responsibility for the planning, management, and coordination of all sport-related activities at the school. These responsibilities include:

Communication and Representation

- Acts as the liaison between staff, the principal, parents, and the governing body regarding sport matters.
- Handles complaints and requests related to sport effectively.



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: SPORTS POLICY

- Ensures that sports results are communicated promptly and accurately to all relevant parties.
- Manages all sport-related announcements, including weekly and weekend schedules.

Coordination and Management

- Appoints coordinators for each official sports code annually, based on past performance and progress.
- Holds weekly meetings with sport coordinators to plan for upcoming events.
- Supports coordinators with administration, planning, and execution of sport activities.
- Assists with organizing information evenings and sport clinics in collaboration with coordinators.

Planning and Time Management

- Prepares the annual program, practice schedules, and sports calendar.
- Ensures the entire sports program for the upcoming year is finalized by November and incorporated into the school's annual planner.
- Monitors the sports calendar to prevent overlaps and promote positive relations between various activities.

Financial Planning

- Drafts a detailed sports budget that includes:
 - Transport costs
 - Meals during home matches
 - Maintenance of sports facilities
 - Daily allowances for coaches or staff for away matches

11.4. SPORTS COORDINATORS

The sports coordinator is responsible for the management and coordination of a specific sport code at the school. This role requires close collaboration with coaches, the Head of Sport, parents, and learners to promote a well-organized, inclusive, and positive sporting culture.



HIGHCRADOCK SCHOOL

POLICY & PROCEDURE

SPORTS POLICY

Planning and Administration

- Develop a budget for the specific sport, covering items such as referees, refreshments, coaches, and equipment.
- Submit an annual plan to the Head of Sport that includes: information evenings, trials, fixtures, and tours for inclusion in the overall sports program.
- Ensure that all bus fees are paid at least one day before the scheduled match or event.
- Compile an annual report for the sport code (due by early November).
- Submit match results and performance summaries to the Head of Sport for communication and record-keeping purposes.

Communication and Conflict Resolution

- Organize and facilitate an information evening before the start of the season, where topics such as the following are discussed:
 - Names and contact details of coaches
 - Vision and mission of the sport
 - Full-year calendar of events
 - Code of conduct for learners and parents
- Maintain effective communication with coaches, parents, and the Head of Sport.
- Address any challenges or issues related to the sport code. If unresolved, escalate the matter to the Head of Sport, and if necessary, to the principal.
- Ensure that parents understand the protocol for raising concerns: first address the coach, then the sports coordinator. This process promotes problem-solving skills among learners.

Support for Coaches

- Provide practical support to coaches, including assistance with scheduling, equipment, and discipline.
- Submit a list of all coaches and referees to the Head of Sport for daily stipend payments.



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: SPORTS POLICY

- Ensure that all coaches (including external coaches and student assistants) are appropriately and professionally dressed. The budget must make provision for uniforms if needed.
- Attend training sessions regularly to offer guidance and oversight.

Organizing Events and Activities

- Coordinate match schedules and liaise with other schools or associations.
- Arrange for referees at all home fixtures.
- Plan and organize sports clinics and tours in collaboration with the Head of Sport.
- Manage and oversee fundraising activities for the specific sport, where applicable.

Transport and Logistics

- Coordinate transport arrangements for all matches and events with the Head of Sport.
- Obtain transport lists from coaches and submit them at least three days in advance.
- Organize refreshments for players and officials at home games, in cooperation with the Head of Sport.

Field and Facility Management

- Oversee the preparation, measurement, and safety of sports fields for training and matches.
- Ensure that all facilities are safe, properly maintained, and suitable for use.

Documentation and Approvals

- Ensure that all communication sent to parents is reviewed and signed off by both the principal and the Head of Sport before distribution.

11.5. COACHES

Coaches play a key role in the development of learners' athletic skills, character, discipline, and teamwork. They also contribute significantly to maintaining a positive sports culture at the school.



HIGHCRADOCK SCHOOL

POLICY & PROCEDURE

SPORTS POLICY

Appointment and Team Management

- Coaches are appointed annually to teams by the sports coordinator and/or sports manager.
- Coaches may advance with a team to the next age group, but the final decision rests with the Head of Sport and the Principal.
- A minimum of one coach per team is required.

Practices and Matches

- Coaches must be punctual and adhere to the allocated practice times.
- No training session may be cancelled without prior approval from the sports coordinator. If necessary, the Head of Sport must be informed.
No announcements may be made without the signature of the sports coordinator.
- Coaches must always be present during practices. If a substitute (e.g., an external coach) is needed, this must be arranged with the Head of Sport in advance.
- Coaches are responsible for ensuring player safety, well-structured training, and fair participation always.

Dress Code and Conduct

- Coaches must be professionally, neatly, and appropriately dressed for their specific sport.
- See the uniform policy for player dress code.

Communication and Administration

- Coaches must submit player lists (for transport arrangements) to the sports coordinator at least three days before a match.
- Coaches are responsible for ensuring that all bus fees are paid by players.
- Coaches must ensure that indemnity forms are completed and submitted for all players before the season begins.
- All match results must be sent to the sports coordinator immediately after each match.
- It is compulsory to keep records of all important communications, including phone calls and WhatsApp messages.



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: SPORTS POLICY

- Coaches must handle sports-related disciplinary issues professionally and in accordance with school protocols.

Transport and Supervision

- Coaches must coordinate to ensure that at least one staff member is present on each bus during away matches.
- During away fixtures, coaches must ensure that learners are dressed correctly before and after matches.
- Learners may only train under coach supervision, and equal coaching opportunities must be given to all players.

Team Management and Age Verification

- Coaches are responsible for verifying that learners meet the age requirements for their respective teams.
- Learners who sign up for a sport must participate for the entire season, unless alternative arrangements are made in advance with the sports administration.

Equipment

- Coaches are responsible for the management, safekeeping, and return of all equipment at the end of the season.

Personal and Professional Development

- Coaches must participate annually in training courses or clinics organized by the school.
- They must stay informed about rule changes and developments in their specific sports.

Fostering a Positive Sports Culture

- Coaches are educators first and foremost. They promote positive behaviour, sportsmanship, and self-discipline.
- They are role models who demonstrate professional conduct toward learners, parents, officials, and opponents.
- A relationship of mutual trust must exist between coaches, learners, and parents.



HIGHCRADDOCK SCHOOL

POLICY & PROCEDURE

SPORTS POLICY

12. CODE OF CONDUCT

12.1. COACHES

- The child always comes first.
- Apply rules consistently and ask for help if unsure.
- No foul language or aggressive behaviour is permitted.
- No communication with parents next to the field during practices or matches.
- If a parent raises concerns or behaves inappropriately, report the matter discreetly to the sports coordinator or Head of Sport — never in the presence of learners.
- Know and respect the rules of the game.
- Referees do not have to coach teams, but both coaches and referees must have an excellent understanding of the rules.
- Always behave respectfully toward opponents, referees, and guests — promote a positive image of the school.

12.2. LEARNERS

Learner participation in sport is a privilege that requires discipline, respect, responsibility, and teamwork. This code of conduct sets clear guidelines to ensure a positive, sportsmanlike, and educational sports culture at the school.

- Learners always give their best — both on and off the field.
- All training sessions must be attended regularly. Unexcused absences may lead to exclusion or placement in a lower team.
- If a learner cannot attend a practice or match, they must notify the coach personally or in writing ahead of time. Verbal excuses through friends will not be accepted.
- Always display good sportsmanship toward teammates, opponents, coaches, and referees.
- Win with humility and lose with dignity.
- Respect all referee decisions — no arguing, comments, or negative body language is allowed.
- Politely thank opponents and referees after matches.
- No communication with parents or spectators is allowed during matches or training sessions.
- Learners must always respect and accept the authority of coaches, including their team selections.



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: SPORTS POLICY

- Learners must always be neatly and functionally dressed in the correct sports or school attire as required.
- No jewellery or watches may be worn during practices or matches.
- Learners must always abide by the school's code of conduct and sports rules, both on and off the field.
- No learner may switch to another sport or withdraw during the season without prior approval.
- Learners participating in sport must develop their God-given talents to the best of their ability.
- Self-discipline, punctuality, and a positive attitude will be considered in merit award decisions.
- Learners not selected for a team must continue practicing and respect the coach's decisions.
- Learners should encourage one another and support their fellow Kwaggas.
- Respect your opponent and teammates — you represent your school with pride.
- No learner may verbally, physically, or emotionally harm another learner, coach, or referee.
- Learners must be honest about their availability and sports participation.
- Unexcused absence from matches is a serious offense and will have consequences.
- Match participation takes priority, even if a learner is involved in other sports or activities.

A learner may not participate in a match if:

- They were absent on the day of the match or the Friday before without a valid excuse.
- They missed the last two training sessions before the match without a valid excuse.
- Players must report to the coach at least 30 minutes before the start of a match or as otherwise instructed.

This code of conduct aims to foster a culture of respect, fairness, and pride. Learners who do not adhere to it risk losing their right to participate in school sports.

12.3. PARENTS AND SPECTATORS

- Support the school and its opponents in a positive and respectful manner.
- Acknowledge both teams for good performance.
- Respect the decisions of referees.
- Respect the coach and their team selection.



HIGH CRADOCK SCHOOL

POLICY & PROCEDURE

SPORTS POLICY

- Never gossip about or criticize other players, learners, or coaches.
- Always handle your child in a constructive and encouraging way.
- Lose with dignity and win with humility.
- Do not enter the field or track at any time.

13. TOURS AND CLINICS

- Tours should serve as a showcase and advertisement for Cradock High School. While the primary purpose is enjoyment and exposure, the competitive aspect should never be overlooked. Costs are an important consideration, and alternative options should always be explored.
- The Head of Sport, along with the relevant sport manager and coordinator, is responsible for organizing the tour, which must then be approved by the Principal, Governing Body, and the Annual General Meeting.
- Tour arrangements — including staff availability, coach recommendations, value of the tour, funding availability, and allowances for staff — must be communicated to and approved by school management.
- A meeting with parents must be scheduled well in advance to discuss different options, costs, dates, etc. Sport managers, coordinators, and coaches must attend this meeting and provide parents with information letters.
- It is important to offer opportunities for younger or B/C teams to improve. Clinics may also be held.
- First-aid arrangements must be confirmed before departure.
- Indemnity forms must be completed and brought along on the tour.
- The Head of Sport and coordinators, in collaboration with coaches, are responsible for collecting and transferring funds.
- Parents of the players are expected to assist in securing sponsorships and organizing special fundraising initiatives to help subsidize costs. Oversight of this process falls under the responsibility of the Head of Sport, coordinators, and coaches.



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: SPORTS POLICY

- A final budget and detailed cost breakdown must be submitted to the Governing Body for approval.

14. SPORTS FACILITIES

- Cradock High School is privileged to have excellent sports facilities, which are shared across all sports codes according to a pre-established schedule.
- From time to time, the school may utilize suitable nearby facilities to reduce pressure on its own.
- Sports coordinators, in collaboration with the Head of Sport and grounds management, must ensure that all fields and courts are in proper condition before the season begins.
- Fields and courts must pose no safety risks to participants or spectators.
- A coach may refuse to allow a team to play or practice on any field or court deemed unsafe. Such incidents must be reported to the Head of Sport.
- All markings and measurements must comply with the regulations of the relevant sporting associations.
- For every sport offered by the school, suitable facilities must be available for both training and matches.
- Each sport must have access to appropriate and adequate equipment.

15. BUDGET

- An annual sports budget must be submitted to school management, which then forwards it to the Finance Committee and the Governing Body (usually in August/September).
- Coordinators of each sport must submit their sport-specific budgets to the Head of Sport. All general sports costs will be covered by the school budget, excluding tours and accommodation.
- The budget must include provision for:
 - Transport (included by the Head of Sport)
 - Fields or courts (included by the Head of Sport)
 - Uniforms for first teams, coaches, and external coaches
 - First aid services (included by the Head of Sport)
 - New supplies and replacement of equipment
 - Meals and hospitality (included by the Head of Sport)



HIGHCRADOCK SCHOOL

POLICY & PROCEDURE

SPORTS POLICY

- Administrative costs
- Coaching courses
- External coaches and referees

Sport is viewed as a vital component of a learner's holistic development, and the provision of coaching and facilities for approved school sports is thus funded through the school's normal budgeting process.

This includes, but is not limited to:

- Payment of external coaches and referees
- First-aid services
- Physical facilities
- Coaching and referee training courses
- Training aids
- Transport

All school-sanctioned sports will be funded through the school's annual budget, but sponsorships may also be sought to generate additional funding.

Each sport must maintain clear and responsible budget management, keeping accurate records of all spending. These records must be accessible to all relevant parents.

16. COURSES AND REFEREE EXAMS

- A good coach is always up to date with the latest techniques and methods.
- Each coordinator must work with coaches/referees to plan for ongoing training and development.
- Staff must attend annual courses that cover the fundamentals of their sport.
- Permission from the Head of Sport and the Principal is required before attending any course. Once approved, the school will cover all associated costs.
- Any leave granted to attend a course during school hours will be approved on an ad hoc basis by the Principal.

17. REFRESHMENTS

The cost and quality of refreshments must be consistent across all sports. Annual budgets will include a set allocation for refreshments. The functions committee is responsible for providing refreshments at home matches.



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: SPORTS POLICY

The Head of Sport is responsible for submitting the required numbers.

18. MEETINGS

- The Head of Sport must call a meeting with the relevant coordinator before the season to plan accordingly.
- A meeting must also be held with all **coaches involved** in the upcoming sport season.
- A parent meeting, organized by the Head of Sport and the coordinator, must be held at the beginning of every season for all sports.
- Meeting dates must be reflected in the school's annual calendar.

19. CORRESPONDENCE

All outgoing and incoming correspondence must be reviewed and approved by the sports coordinator and the Head of Sport.

This includes:

- Circulars
- Emails (sent and received)
- Information letters
- Invitations to other schools
- Equipment lists
- Meeting minutes

20. SPORTS FILE

Each coordinator must maintain a sports file with all necessary documentation. The following items should be included in the index:

- Annual planner
- Coaches
- Fixtures
- Pre-season training groups
- Team selections
- Captains



HIGHERCRADOCK SCHOOL

POLICY & PROCEDURE

SPORTS POLICY

- Indemnity forms
- Referees
- Uniforms
- Tours
- Code of conduct (players and parents)
- Courses
- Inventory
- Affiliations
- Trials
- Recognition
- Purchase requests
- Budget
- Information evenings
- Year-end functions

21. ANNUAL PROGRAM

Sports coordinators must submit a complete annual programme to the Head of Sport by October. It must include at least:

- Information evening for the coming year
- District/cluster/provincial meeting dates
- Pre-season activities
- First practice sessions
- Fixtures
- Trials for district/cluster/province
- CVS / CLS fixtures
- Referee training courses/exams
- Coaching courses
- Camps/tours/clinics
- Year-end functions

A copy must be provided to the Head of Sport so that dates can be added to the school's annual calendar.



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: SPORTS POLICY

22. EQUIPMENT

- At the start of each season, coaches receive the necessary equipment from the sports manager/coordinator and must sign for it.
- Coaches are responsible for the care and return of equipment.
- Coordinators must ensure the equipment provided is in good working condition.
- Learners must treat all equipment with respect and will be held liable for damage.
- Coaches must ensure that the same quantity of equipment returned matches what was issued after practices or matches.
- At the end of the season, coaches must return all equipment to the coordinator. Any missing items must be replaced by the coach.

23. TRANSPORT

- The school buses are available for transporting all school teams. In cases of scheduling conflicts or insufficient buses, priority will be given to teams traveling the furthest. Other teams must arrange alternative transport.
- It is not mandatory for all learners to travel by bus. If a parent wants to take their child home, they must make arrangements with the teacher responsible for the bus.
- Learners may only be transported by their own parent/guardian. Others may only do so with written consent from the learner's parent.
- If the coach is not on the bus, they must provide the bus teacher with a list of players.
- School buses may only be driven by licensed drivers.
- Coordinators must submit travel information (number of participants, accommodation, etc.) to the Head of Sport at least 3 days in advance.

TRANSPORTATION COSTS

See additional document



HIGH CRADOCK SCHOOL

POLICY & PROCEDURE

SPORTS POLICY

24. AGE GROUPS

- Learners participate in age groups as determined by the governing bodies affiliated with the school.
- Practices and matches must take place strictly within the designated age groups.
- Only learners aged 16 or older may play for the school's first teams in hockey, rugby, or netball.
- Only senior learners from Cradock Primary School may be permitted to participate in sport at Cradock High School.

25. AWARDS

See Merit Policy

26. EXTERNAL COACHES

- The school will, where possible, use its own staff as coaches, but staff shortages or lack of expertise in certain sports may require external coaches.
- External coaches may be approached, but at least one educator per team must be assigned to handle general arrangements.
- The appointment of external coaches will be managed by the Head of Sport in cooperation with the sports coordinator and must be submitted to the Governing Body for approval.
- External coaches must hold a recognized coaching qualification.

27. TEAM SELECTION

- The best team in each age group is selected based on rankings, past performances, and especially match and practice performance. Players with better skills will be selected for the A-teams.
- Final selection rests solely with the coaches. Coaches must act educationally responsibly, taking age into account. A selection panel will be assembled by the coordinator to manage trials.



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: SPORTS POLICY

- Trials, challenges, and eliminations will be held for each sport and may only take place once all learners have been informed of the schedule.
- Trials will only begin once all eligible learners, including new learners enrolled at the beginning of the year, are present.
- At least two coaches must be involved in team selection to ensure objectivity.
- Pre-season training groups are to be formed.
- Players who lose their place in a team must be clearly informed of the reasons.
- Sports coordinators should take initiative to arrange matches against other schools to provide participation opportunities to every learner.
- Absences from training will be evaluated on merit, but regular absences without valid reasons will count against the player.
- Coaches may be asked to explain team selections to the coordinator, Head of Sport, or Governing Body.
- All learners must be given equal and fair opportunities to participate.
- It is strongly recommended that coaches rotate every two years.

28. NON-SCHOOL SPORTS

All sports not mentioned in this policy are considered external sports. Learners who perform well in such sports will be recognized in school assemblies or at awards events. It is, however, the responsibility of parents and learners to inform the staff of any achievements in these activities. In the activities to bring all achievements to the attention of the staff.

29. SPONSERSHIP

- All sponsorships must be handled through the school's marketing representative.
- Teams may secure sponsorships for uniforms or equipment in accordance with the sponsorship policy.
- Any donations or sponsorships (e.g., sportswear) become the property of the school, and sponsors have no further claim or control over them.
- Each sponsorship/donation will be evaluated on its own merit. The Principal or Head of **Sport** will decide whether gear or equipment remains with the age group or is gifted to the players at year-end.
- This decision must be made at the start of the season; otherwise, the sponsored items become the property of the learners.



HIGH CRADOCK SCHOOL

POLICY & PROCEDURE

SPORTS POLICY

- All age groups may receive sponsorships.
- Sports uniform sponsorships will be valid for three years.

30. TEAM CAPTAINS

The development of leadership on the sports field is a priority for both the school and its learners. Each team will have a captain, elected by the players and formally appointed by the coach.

31. IDEMNITY FORMS

- All learners participating in sport must have a signed indemnity form from their parents/guardians indemnifying Cradock High School from liability in case of injury during sport or travel.
- Medical expenses resulting from injuries are the responsibility of the parents/guardians.
- Coaches must always have a completed indemnity form on hand for every team member.
- No learner may participate or be transported without a completed indemnity form.
- Where parents transport learners in private vehicles, written permission from each learner's parent is required and must be documented on the indemnity form.
- Each learner remains the responsibility of the coach unless written alternative arrangements have been made with the coach by the parent.
- The school is responsible for providing first-aid during sporting events.
- A full medical report of any serious injury must be submitted to the Governing Body.

32. INJURIES

- All learners participating in sport must have a signed indemnity form from their parents/guardians indemnifying Cradock High School from liability in case of injury during sport or travel.
- Medical expenses resulting from injuries are the responsibility of the parents/guardians.



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: SPORTS POLICY

- Coaches must always have a completed indemnity form on hand for every team member.
- No learner may participate or be transported without a completed indemnity form.
- Where parents transport learners in private vehicles, written permission from each learner's parent is required and must be documented on the indemnity form.
- Each learner remains the responsibility of the coach unless written alternative arrangements have been made with the coach by the parent.
- The school is responsible for providing first-aid during sporting events.
- A full medical report of any serious injury must be submitted to the Governing Body.

33. FIRST AID

- All learners participating in sport must have a signed indemnity form from their parents/guardians indemnifying Cradock High School from liability in case of injury during sport or travel.
- Medical expenses resulting from injuries are the responsibility of the parents/guardians.
- Coaches must always have a completed indemnity form on hand for every team member.
- No learner may participate or be transported without a completed indemnity form.
- Where parents transport learners in private vehicles, written permission from each learner's parent is required and must be documented on the indemnity form.
- Each learner remains the responsibility of the coach unless written alternative arrangements have been made with the coach by the parent.
- The school is responsible for providing first-aid during sporting events.
- A full medical report of any serious injury must be submitted to the Governing Body.

34. UNIFORM

- All learners participating in sport must have a signed indemnity form from their parents/guardians indemnifying Cradock High School from liability in case of injury during sport or travel.
- Medical expenses resulting from injuries are the responsibility of the parents/guardians.
- Coaches must always have a completed indemnity form on hand for every team member.
- No learner may participate or be transported without a completed indemnity form.



HIGHCRADDOCK SCHOOL

POLICY & PROCEDURE

SPORTS POLICY

- Where parents transport learners in private vehicles, written permission from each learner's parent is required and must be documented on the indemnity form.
- Each learner remains the responsibility of the coach unless written alternative arrangements have been made with the coach by the parent.
- The school is responsible for providing first-aid during sporting events.
- A full medical report of any serious injury must be submitted to the Governing Body.
- The school's colours must be implemented throughout as determined by the school's sports clothing policy.
- Educators must follow the Sport clothing policy prescriptively and not adherence to this will be seen in a very serious light.
- All matches are played with the recognised clothing.

35. SPORTS COUNCIL

The Sports Council comprises the Head of Sport, Deputy Principal, and Sports Coordinators.

- Minutes are submitted to the Governing Body.
- The Head of Sport gives an annual report to the Governing Body in November.
- The council is responsible for growing all school sports and must evaluate each sport annually.

Topics typically discussed:

- Participation and overlap between sports
- Training groups and trials
- Safety policy
- First-aid at events
- Attendance of AGM meetings and feedback
- Appointment of coaches and external coaches
- Meetings with coaches
- Agreements outlining coach roles, hours, and conduct
- Organizing courses and tours
- Scheduling of matches and events
- Match results and reporting
- Training days and times



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: SPORTS POLICY

- Training and official sportswear
- Captain selection procedures
- Hosting protocol for visiting teams
- Management of sports equipment
- Disciplinary action for misconduct
- Closing functions and award ceremonies
- Each sport's honour awards and trophy policy **must** be submitted for approval.

36. FUNDRAISING

- All fundraising initiatives must be submitted in writing to school management for approval.
- No fundraiser may be conducted without the consent of the Principal or designated representative.
- Proposals must clearly outline the purpose, expected revenue, participants, and timeline.
- All funds must be handled through the school's official account — no outside cash control is allowed.
- A full financial report must be submitted to the Head of Sport and finance administrator within 7 days after the activity.
- Funds may only be used for approved sports purposes (equipment, travel, uniforms, etc.).
- Learners may not be forced to participate but are strongly encouraged to get involved.
- Fundraising must be ethical and inclusive, aligning with the school's values and community respect.

Use of the Tuckshop for Fundraising:

- The tuckshop is allocated per term to specific sports for fundraising.
- The coordinator of the sport is responsible for staffing and management.
- Coordination must be done in consultation with the tuckshop manager, who must be officially appointed.
- Coordination must be done in conjunction with the tuck manager. (*person to be appointed*)



HIGHCRADOCK SCHOOL

POLICY & PROCEDURE

SPORTS POLICY

37. CLOSING STATEMENT

Parents, learners, and staff who have questions or concerns about this policy should feel free to contact the Head of Sport, a coach, a coordinator, or the Governing Body.

Additional details can be found in separate sport-specific policy documents developed by the relevant sport committees.

Guidelines for individual sports may also be created to cover practical arrangements like training, trials, and other logistics that do not fall under formal policy.

As sport and regulations evolve, the school's policies will also be updated.

A mechanism will be established by the Sports Committee to manage these updates.

The policy will be reviewed annually to keep pace with changes in sport and evolving school circumstances.



CRADOCK HIGH SCHOOL POLICY AND PROCEDURE: SPORTS POLICY

ADDITIONAL DOCUMENTS

1. PRELIMINARY EXERCISE PROGRAM

QUARTER 1			
<i>*Winter sports pre-season</i>			
	14:00-15:00	15:00-16:00	16:00-17:00
Monday	Athletics Culture / Chess	Cricket and Tennis <i>Rugby/Hockey/Netball</i>	Cricket and Tennis <i>Rugby/Hockey/Netball</i>
Tuesday	Athletics Culture	Cricket and Tennis <i>Rugby/Hockey/Netball</i>	Cricket and Tennis <i>Rugby/Hockey/Netball</i>
Wednesday	Golf / Athletics	Tennis / Squash	Tennis / Swimming
Thursday	Athletics Culture / Chess	Cricket and Tennis <i>Rugby/Hockey/Netball</i>	Cricket and Tennis <i>Rugby/Hockey/Netball</i>
QUARTER 2			
	14:00-15:00	15:00-16:00	16:00-17:00
Monday	Culture / Chess	<i>Rugby/Hockey/Netball</i>	<i>Rugby/Hockey/Netball</i>
Tuesday	Culture	<i>Rugby/Hockey/Netball</i>	<i>Rugby/Hockey/Netball</i>
Wednesday	Golf	Tennis / Squash <i>Rugby/Hockey/Netball</i>	Tennis <i>Rugby/Hockey/Netball</i>
Thursday	Culture /Chess	<i>Rugby/Hockey/Netball</i>	<i>Rugby/Hockey/Netball</i>



HIGHCRADDOCK SCHOOL

POLICY & PROCEDURE

SPORTS POLICY

QUARTER 3			
	14:00-15:00	15:00-16:00	16:00-17:00
Monday	Culture / Chess	Cricket and Tennis	Cricket and Tennis
Tuesday	Culture	Cricket and Tennis	Cricket and Tennis
Wednesday	Golf	Swimming and Tennis	Squash and Tennis
Thursday	Culture / Chess	Cricket and Tennis	Cricket and Tennis

QUARTER 4			
<i>*Winter sports start with pre-season</i>			
	14:00-15:00	15:00-16:00	16:00-17:00
Monday	Culture / Chess Athletics	Cricket and Tennis <i>Rugby/Hockey/Netball</i>	Cricket and Tennis <i>Rugby/Hockey/Netball</i>
Tuesday	Culture Athletics	Cricket and Tennis <i>Rugby/Hockey/Netball</i>	Cricket and Tennis <i>Rugby/Hockey/Netball</i>
Wednesday	Golf and Athletics	Swimming and Tennis	Squash and Tennis
Thursday	Culture / Chess Athletics	Cricket and Tennis <i>Rugby/Hockey/Netball</i>	Cricket and Tennis <i>Rugby/Hockey/Netball</i>

2. TRANSPORTATION COSTS

Every player in a sports team is obliged to pay R120 bus fares. The fees must be paid, at the latest, one day before the start of the match. Alternatively, the amount can be paid into the school's account as a one-time payment.

The coaches are responsible for raising these funds.

This arrangement applies to all sports.

No player will be allowed to ride the bus if he/she has not been paid



HIGH CRADOCK SCHOOL
POLICY & PROCEDURE
SPORTS POLICY
