

## The Guidelines

- It is necessary that one teacher accompany each group of 30 students. Group sizes will be strictly no more than thirty students per coach at a time.
- Schools that select the teachers in-service option may choose to participate in the session with the children. If this option is chosen teachers should wear comfortable clothing and appropriate footwear for practical participation. Alternatively teachers are encouraged to stand close by to the instructing coach to allow the coach to easily communicate session objectives, coaching points and explanations. Teachers can take notes if they wish.
- In the event of **wet weather** (or the forecast of extremely hot weather), the school is required to contact the coaches at least 90 minutes prior to the start of the scheduled sessions (e.g. by 8.00am at the latest for a 9.30am start). Should the day be cancelled at this time, the session may be rescheduled in liaison with LANSW. If the session cannot proceed due to wet weather and the coach attends the school, the school will be charged 50% of the total fee, which will be used to compensate the coaches.
- Schools are to ensure adequate hydration of students. Encourage them to bring a drink bottle to the session/s. Hats are also required.
- Schools are required to provide a safe and suitable area for the conduct of the activities. For example, adequate space, appropriate surfaces and equipment in good condition. It is also good backup to organise suitable indoor facilities, such as a school hall, if wet weather prevails on the day.
- LANSW will supply the majority of the equipment for the running and throwing sessions.
- **High Jump** - the school must have adequate high jump bags, including up rights, if they wish to conduct high jump. As per NSW Department of Education & Training Guidelines (Oct 2003), high jump mats should:
  - Cover an area of approximately 3600mm x 2400mm.
  - Be held firmly together with straps or ties and the **whole area covered by a one-piece overlay**.
 High Jump mats must be already set up or are easily accessible for coaches on the day.
- **Long Jump** - the school must have a safe, well-maintained long jump pit if they intend to conduct long jump. Prior to the coaches arrival on day, the long jump pit should:
  - Be well filled with soft sand, to the point where any "drop" between the surface around the edges of the pit and the top surface of the sand is avoided, or at least minimised.
  - Be dug over and all foreign objects be removed.
  - Be long and wide enough to ensure a safe landing in the pit for all age groups.
  - Not feature any hard borders that participants may land or overbalance onto.
- High jump, discus and hurdles are not conducted for infants.
- LANSW staff will pay utmost attention to safety, however they can not take responsibility for the implementation of any first aid procedures, if required.
- If a school wishes to make any changes, such as dates, times, venues, rescheduling, cancellation or extra coaching sessions, it must be totally coordinated through LANSW. The school should contact the office and LANSW will then inform the coaches. This is necessary to ensure that the coaches are paid correctly, the school is billed the appropriate amount, and it is also an insurance requirement.
- If a school wishes to cancel (for reasons other than weather) and not reschedule, the following cancellation fees apply:
  - If cancelled 30 days before booking date, school pays 25% of total booking.
  - If cancelled 14 days before booking date, school pays 50% of total booking.
  - If cancelled 48 hours before booking date, school pays total booking payment.
 Schools will only be allowed a maximum of three rescheduling opportunities.
- The school will be charged \$40 per coach, per hour. A minimum charge of \$120 per coach, per day applies (3 hours). A discount applies for Terms 1 and 4. Pay for a four week session and get one week free. Pay for an eight week session get two free.
- A tax invoice will be issued to the school at the conclusion of the coaching sessions, for payment to be made as soon as possible. Cheques may be made payable to LANSW.