



Zahira College Sports Policy



March 2021
Version 001

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1 SCOPE AND PURPOSE

- i. Zahira gives an opportunity for children to enjoy and benefit from participation in school sports to enable them to develop skills, self-esteem, self-discipline, camaraderie, fun, fitness, friendship and participate in competitive sports.
- ii. Outlines the opportunities, responsibilities and commitments required by players, parents, officials and spectators. It is a condition that all children and adults agree to abide by this policy when participating or in assisting College Sports activities.
- iii. Provide for all children a safe, healthy and friendly sport environment that encourages a sense of personal achievement, identity and satisfaction.
- iv. Children will not be permitted to commence competitive sports until the year child turns 8 years old.
- v. Provide the opportunity for all children to become aware of and understand the meaning of FAIR PLAY.
- vi. Encourage co-operation through the development of TEAM SKILLS.
- vii. Encourage qualified Old Boys of College to support sport activities and Teams.
- viii. Make Coaches, Managers, Players and Officials to abide by Code of conduct of the College Sports Policy.
- ix. To institutionalise and regulate the College sports for consistency, based on principle of corporate governance and administration, standardization, transparency and equity for an effective sports system application supported by a well-structured approach.

2 AIM

To develop and sustain a leading Schools sport system which shall ensure that:

- i. A well represented and periodically progressive number of Zahira students in proportion to the College student population across the diversified age groups to participate in the College full spectrum/range of sports offerings.
- ii. To endeavor to represent Sports at the highest Inter College level – A Group, A Division, Division 1. Etc
- iii. Shall endeavor to remain at the top half of the number of Colleges participating in the respective sports.
- iv. Shall mandate that every student participates in least in one sport.
- v. Prohibits any use of performance enhancing unapproved drugs/supplements in sports.
- vi. Prohibits smoking, consuming of liquor or taking illegal substances at all times. This includes the duration of home and away matches and other social activities.
- vii. The College shall strictly comply with the Sports Policy as well as the policies, rules and/or regulations of the Ministry of Education and/or Ministry of Sports as the case may be.

3 OBJECTIVES

- i. To identify, build, develop and continuously promote students with talent and potential and provide them the fullest support, in every way and manner.
- ii. To foster pride and honour and uplift the standard of our school sportsmen in all our sports activities.
- iii. To build and continuously develop and improve the facilities needed to promote and popularize College sports with a view to increase participation and thereby achieve College, National and International recognition.
- iv. To ensure and increase access and accessibility of facilities and school sports through a coordinated and optimal utilization of all physical, human and financial resources available.

4 RANGE OF SPORTS AND EXTRA CURRICULAR ACTIVITIES OFFERED AT COLLEGE

The following Sports and extra-curricular activities are offered for active participation under various age groups.

They are Athletics, Air Rifle/Pistol shooting, Badminton, Band, Basketball, Boxing, Cadetting, Carrom, Cricket, Chess, Football, Hockey, Karate, Rugby, Football, Scrabble, Scouting, Squash, Swimming, Table Tennis, Tennis, Volleyball and any future emerging sports recommended by the Sports Council and approved by the Board of Governors.

5 SPORTS ADMINISTRATIVE STRUCTURE AND FRAMEWORK

5.1 BOARD OF GOVERNORS

- i. To provide direction and encouragement to those empowered with the responsibility to lead and manage sports through Chairman, BOG, Sports Committee.
- ii. To provide the Policy framework for evaluation of the performance of the Sports Committee and Sports policy progress and review.
- iii. On matters that specifically require Board approval, choose from alternatives that are consistent with Board policies and that are in the best interests of the College.

5.2 CHAIRMAN OF SPORTS COMMITTEE - BOARD OF GOVERNORS

- i. BOG-Chairman, Sports Committee will be the channel between the Sports Council and the Board of Governors in advocacy and advancing the deliberated conclusions of the Sports Council.
- ii. Shall coordinate and oversee the implementation and progress of the decisions of the Sports Council on a regular basis and take necessary follow up actions.
- iii. Shall report regularly to the Board of Governors on the standing of the College.
- iv. Shall consolidate and forward to the Board of Governors a comprehensive Annual Revenue and Expenditure Budget of all sports and facilitate necessary BOG approval.
- v. Shall be the approving authority for the Sports Budget expenditures ensuring that expenses are kept within the budget before they are forwarded to the College Finance section for payment.
- vi. He shall consolidate Annual reports of the respective sports committees and present to the Board for review with the recommendations of the Sports Council.

5.3 PRINCIPAL

- i. He shall be the Chairman/President of the Sports Council and is responsible for implementing of the College Sports Policy
- ii. He will ensure Physical education and sports events are supervised by suitably qualified and experienced individuals to manage the respective sports.
- iii. He will ensure and provide all students the opportunity to participate at least in either one outdoor or indoor sports with a proper plan and give overall leadership in physical and sports activities.
- iv. Ensure equal rights of every person involved in College sports regardless of the age, race, gender, ability, cultural background, or religion.
- v. Deal with any complaints and grievances. His decisions will be final and binding.
- vi. He shall be the official Media spokesperson for all sports activities of the College. The Principal may appoint Chairman of Committees / Managers suitable person to deputize this role.

5.4 SPORTS COUNCIL

- i. There shall be a body called and known as Sports Council. It shall comprise of the following members.
 - a. The Principal who shall be the Chairman/President of the Sports Council.
 - b. Chairman of the BOG Sports Committee.
 - c. Chairman's of respective College Sports Committees.
 - d. Prefect of Games
 - e. Three (3) Persons specialized in technical, consultancy, administrative or any identified specialty in the field of sports who shall be co-opted at the first meeting of the council after its formation.
- ii. Amongst the above, one member shall be elected by the Sports Council as the Secretary of the Sports Council.

- iii. Sports Council Secretary is responsible for convening the meetings, arranging venues, Agenda of the meetings and providing minutes of the meeting-that shall be distributed within 5 working days from the date of the meeting.
- iv. College Prefect of Games will be a member of Sports Council.
- v. Meetings of the Council shall be held atleast once in two months.
- vi. Members of the Sports Council must comply with the Sports Policy Failure to comply may disqualify them from that commitment.
- vii. Sports Council should work together, to ensure, all the key responsibilities are met by each Sports under their respective Sports Committee Chairmen.
- viii. Will establish guidelines and procedures and provide leadership in the development of all sports.
- ix. Shall deal with any Disciplinary matter and make remedial recommendations accordingly.
- x. Will consider the Health and Welfare of all Sportsmen.
- xi. Will approve appointment of Coaches, Consultant and any other Official on a Contract basis. However, no parent shall be allowed to be recruited as Sports Coach, Master in charge, or Sports Staff/ Volunteers.
- xii. Will approve Scholarships to talented and deserving sportsmen for O level and A level education.
- xiii. Will approve Special Awards to deserving and outstanding sportsman and Officials.
- xiv. Recommend training programs seminars and lectures by eminent sport Personalities.
- xv. Initiate the development of new sports, both indoor and outdoor into the Sports Curriculum.
- xvi. Ensure transparency by all members in all decision making.
- xvii. Activities of the members can be allocated, according to the need or Managers/ MIC by the respective, Chairman of Sports Committees.
- xviii. The Quorum of the Sports Council meeting shall be eight (8) Members.

- xix. Shall monitor regularly minimum annually and review the policies of all sports activities every 3 years.

5.5 SPORTS COMMITTEES

- i. Chairman of College Sports Committee shall be appointed by a Panel of 3 Members consisting of
 - a. Principal - Panel Chairman
 - b. BOG Sports Committee Chairman - member
 - c.. OBA President or his nominee - member
- ii. Chairman of College Sport Committees shall be appointed for a term of 3 years. The Chairman of College Sports Committees shall not be appointed beyond two terms of 3 years consecutively. He should be available and have consented to serve the period of appointment.
- iii. Chairman of Sports Committee shall submit an Annual Report to the Sports Council for a performance appraisal review.
- iv. The Chairman of the respective Sport Committee can co-opt further like-minded members of odd numbers of members not exceeding 5 eg: (1/3/5) to form the Committees
- v. The Sub Committees will comprise of
 - a Advisory /Select Committee- 2 members includes Consultant
 - b. Management Committee - 2 members
 - c. Finance Committee - 1 member
- vi. The Chairman of the Sports Committees shall submit to the Sports Council, an Annual Sports plan with the expected performance from team participation including Coaching, staff cadre requirement assessment together with an annual Revenue and Expenditure Budget on a specified standard format.
- vii. Whilst College would meet basic sports recurring expenditures, the respective committees would have to raise funds to meet any hype or branding expenses. The separation of the expenses divide would need to be detailed in the respective Sports Committee Annual Revenue & Expenditure budget. The method of raising funds needs to be detailed in the source of funds in the Revenue budget.

- viii. No parent whose son is representing the school in sports at age group Under 15 shall be a member of the respective Sports Committee or Sports Council.
- ix. No member of Sports Committee or Sports Council shall get involved in the College internal sports administration.

5.6 PREFECT OF GAMES (POG)

- i. POG is appointed by the College. He will have the following responsibilities in addition to his duties in the Sports Committees and the Sports Council.
- ii. It shall be the duty of the Prefects of Games to handle all correspondence with the external sports institutions such as Federation of respective Sports and Ministry of Sports at National , Provincial, District and Zone levels and any other Government and non government sports authorities.
- iii. Such correspondence shall be handled in consultation with the Chairman of the Sports Council.
- iv. He will be the coordinating officer of all Sports at College.
- v. He is Responsible for Maintenance of Grounds and Match readiness, Ground staff Management.
- vi. He shall arrange and oversee practice sessions for Teams including safety arrangements.
- vii. He shall maintain sports material, sports equipment and machinery, inventory Management and responsible for their upkeep.
- viii. He shall abide by College Sports Policy.
- ix. He shall represent each Sports/games at external meetings.
- x. He shall be the first point of contact for the school.
- xi. He shall organise player registration structure and maintain records
- xii. He shall organise special function with Committees.

- xiii. He shall be responsible for the purchase and maintenance of equipment.
- xiv. He shall organise programs for home matches
- xv. He shall assist Sports Committees to find coaches, staff, helpers / Volunteers.
- xvi. He shall notify match results to appropriate bodies.
- xvii. He shall arrange and co-ordinate training programs and schedules
- xviii. He shall organize the Annual Inter house Athletics Sports Meet
- xix. He shall organize the Annual Inter house tournaments for sports to identify potential talents
- xx. He shall prepare Annual Sports calendar
- xxi. He shall prepare common user facilities utilization time table, calendar and schedules.
- xxii. He shall Identify young emerging talents for potential development grooming for each sports.
- xxiii. He shall assist the Sports Committees to identify outstanding players from other schools willing to join Zahira.
- xxiv. He shall Manage Coaches & Support staff attendance records, etc.
- xxv. He shall prepare a consolidated Annual Sports Expenditure budget with assistance of Sports Committees and continuously review expenditures against the budget.
- xxvi. He shall report to the Sports Council of the overall Sports progress Regularly

5.7 MASTER IN CHARGE

- i. Assist the POG in the preparation of the Annual Sports Expenditure
- ii. Accompany and assist team when away matches are played.
- iii. Co-ordinate and arrange match logistics
- iv. Should attend 80% of the practice sessions of the Team
- v. Should liaise with tournament organising bodies ensuring College Team participation by lodging completed forms on or before the closing date of the Tournaments
- vi. He shall interact and track progresses with Class Teachers /Academic staff regarding the academic activities of the Sportsmen
- vii. He shall maintain a register of attendance for practice session and maintain discipline amongst the sportsmen.

5.8 HEAD COACH

- i. Setting out a calendar of practice schedule, maintaining player practice attendance register and Time/Log Sheet.
- ii. Making out a Coaching plan with setting out targets to be achieved.
- iii. Setting out the match game plan.
- iv. Setting out match winning strategies and continuously review it.
- v. Making post-match performance analysis report and submitting within 3 working days from match date, with a player by player cumulative match performance analysis using appropriate data capture software/record sheet to the respective Chairman of respective Sports Committees with copy to the Prefects of Game.

5.9 ASSISTANT HEAD COACH

It's the duty of the Head Coach to allocate the working plan for assistant coaches verbally or in writing. The Head Coach shall be a part of the Interview panel in recruiting Assistant Coaches.

6 SAFETY – FIRST AID & INJURY CARE

All Coaches, POG, MIC and parents who get involved in any sport, in an official role have a DUTY OF CARE to discharge. The nature of this care include any action taken for the proper care of the child whilst engaged in sports activities. College may take injury insurance cover subject to a limitation cap depending on the necessity of the respective sports requirement.

- i. It is the responsibility of the Master in charge/Assistant Coaches to see that no child is left alone at the end of a match/training session while they wait for the arrival of the parent/guardian.
- ii. No child will be allowed to leave any sporting venue unless accompanied by their parent/guardian unless prior arrangements are made.
- iii. Parents should be notified of the schedule for all times and places of training and competition.
- iv. Managers are responsible for the upkeep of first aid kits prescribed by the respective sports committees which must be available for all practices, games and practices. Small kits to be provided to take away venues.
- v. Individual participative sport tournaments of all age groups should ensure, that a qualified person with First Aid knowledge is in attendance at each match.
- vi. Players with bleeding injuries must be removed from the field of play immediately and may not return to play, until medically certified.
- vii. It is the responsibility of parents to follow up treatment of the child's injuries.
- viii. It is the responsibilities of Coaches, Managers and Volunteers to :-
 - a. Update players with appropriate safety skills and procedures for the sport
 - b. Regulate the duration and intensity of training to needs of the Teams and consider prevailing weather conditions.
 - c. Make suitable provisions for the availability of sufficient fluids for the players.
 - d. Players should be at all times wear appropriate safety and protective clothing/equipment for physical activity.
 - e. Grounds to be maintained in a totally safe playing condition.
 - f. Coaches and Team Managers have the authority to cancel matches where surfaces and/or equipment are unsafe or unsuitable to play.

7 RESPONSIBILITIES OF COACHES

All coaches and managers must comply with the College Sports Policy directive

- i. Failure to comply may mean they will be disqualified from that commitment
- ii. Children/Players must be supervised at all times whilst at practices and matches.
- iii. G 3) Players/Participants must be rotated through all positions and share equal time wherever possible.
- iv. Rotate Teams for practices, manage practice sessions, report grievances and breaches of the Code of Conduct raised from teams
- v. The playing Team or the final squad for the match day shall be decided by the Head Coach. His decision shall be final and conclusive as regards the day's play.
- vi. Avoid the use of offensive, demeaning and/or insulting language at all times. Remember that children need a Coach they can respect.
- vii. Make an inspection of the playing area and equipment, before 24 hours of commencement of the game.
- viii. Children and their parents must be notified of the Dress Code.
- ix. Circulate fixtures of each sports before the beginning of the season.
- x. Abide by all College Sports Policy and all department of education, department of sports processes and procedures.
- xi. Keep updated with the latest trend in coaching.
- xii. Be the ambassador in discipline, conduct and role model.
- xiii. Emphasize to hold up to the spirit of game than dwell on individual lapses
- xiv. Be consistent, objective and courteous when making decisions.
- xv. Discourage or help avoid unsporting behavior and promote respect for all opponents.
- xvi. Place the safety and welfare of the participants above all else.
- xvii. Encourage and promote change of rules which will make participation more enjoyable.

- xviii. Seek or provide medical advice for sick and injured players
- xix. Head Coach/Managers are totally responsible for the welfare and protection of players during outstation tours including overnight stay.

8 SPORTS EVENTS HOSTED BY THE COLLEGE

Events hosted at/or by Zahira College, Colombo involving other schools, Teams and institutions

- i. In the event of Zahira College hosting any Sports and/or other competitions and events at the School premises, the following procedures and practices, among other things, shall be adhered to :-
 - a. Shall give the best of hospitality to the Participants, players and Officials of such activity.
 - b. Ensure that proper infra structure facilities are put in place prior to their arrival and during their stay in the College.
 - c. Ensure safety and security of such Officials and Participants within the precincts of the school.
 - d. Ensure that strict discipline among Students, Staff, Parents, Old Boys, visitors and spectators are maintained throughout the event.
 - e. The Principal shall appoint a Special Team to oversee, supervise and manage such programs and events.
 - f. The Team shall be headed by the Principal and which shall include the Vice Principal (Administration/Co-Curricular & Extra Curricular activities), Prefect of Games and/or Masters in Charge of relevant sports or activity.
 - g. They may obtain the assistance of other constituent bodies and also Prefects and Scouts with the consent of the relevant Heads.
 - h. Follow and adhere to proper protocol* (such protocol arrangements should be properly documented) and strictly followed.
 - i. All documents related to such events shall be prepared and maintained and shall be preserved for future reference.

9 TOURNAMENT PARTICIPATION

- i. College shall participate in all inter school all island tournaments organized/approved by the Ministry of Education/Ministry of Sports. College team participation at Inter District or Inter Provincial level tournaments shall be decided on the approval by the Sports Council.
- ii. Participation at any inter school invitational tournaments will be considered on the recommendation of the Sports Council subject to provision in the Annual Sports Revenue & Expenditure Budget and considering its value addition to the Team and to the College.

10 SPORTS MANAGER

One of the Principal roles behind the success of a Team is the Sports Manager. His primary job is to create/organize winning programs by providing all assistance to the Coaches, Staff and the Team. Sports Manager should have a background in Sports management, leadership and Education in order to succeed in his position.

Chairman Sports Committee in consultation with the Principal will appoint a Manager Rugby based as per Team requirement. His contribution will be on a voluntary capacity.

Sports Manager will be responsible for the following:

- i.** All Sports Managers must comply with the College Sports Policy. Failure to comply will lead disqualification/removal from that commitment.
- ii.** He performs management duties and works with Coaches, Trainers, Consultants and other officials to make sure that each player has the training resources he needs and that is to be the best at his level.
- iii.** He will manage all aspects of College Team requirements by providing necessary facilities including providing proper nourishment, developing game schedules etc. in consultation with the Coach.
- iv.** He should also assist in the budgeting for team equipment and Team Kit.
- v.** He must take into account of player injuries/rehabilitation and any other issues that would affect the Team.
- vi.** He will make every effort to recruit talented players by encouraging scholarships, by individually negotiating with the external students in consultation with Chairman of sports committees.
- vii.** He is the Spokesmen of the Team. He should arrange Press Conferences and Interviews with Media in consultation with the Chairman of the Sports Committee.
- viii.** He should make every effort to raise funds and bring in Corporate Sponsors in consultation with the Chairman Sports Committee.

11 INTEGRITY IN SPORTS

At all levels, it is necessary for Coaches, Managers, Players and Officials to be honest, respectful and straight forward. This is built on principles of fair-play and respect, whether we Win, Lose or Draw. We wish to ensure that the competition has been fair and that we respect the effort and participation of everyone involved.

12 METHODOLOGY OF SEEKING SPONSORSHIP

- i. All offers of assistance, support, scholarship or awards from persons or organizations outside College should be referred to the Sports Committee for discussion. Decisions to accept these offers will be taken by the Sports Council.
- ii. Sports Committee/Sports Council members shall not solicit any financial or other sponsorship other than those routed through College Accounts or through affiliated bodies.
- iii. Fund Raising and seeking sponsorship for sports shall only be done with the approval of the Sports council. All sponsorships shall be channeled through the college bank account which will be subjected to annual auditing.

13 SPORTS EQUIPMENT AND PURCHASE.

- i. Team equipment is normally issued to the Coaches /Managers at the start of the season and remains with them until the season is completed. Coaches should request the replacement items via the Sports Committee, in writing. Players are expected to wear the protective equipment required for the sport that they represent.
- ii. All purchases of sports equipment shall be requested/routed through the Prefect of Games with detail information who shall co-ordinate through the College Purchasing Officer in finalizing the procurement. College authorities shall invite registration of suppliers and maintain a data base of suppliers of goods and services.
- iii. Quality of Sports equipment whether purchased or sponsored should have prior approval of both the Head Coach and the respective Sports Committee

14 VISITING/TOUR OF OVERSEAS COUNTRY

- i. College Teams that win or perform outstandingly in any tournaments organized by the recognized bodies shall obtain prior approval from the Sports Council for selecting the location and sending teams on overseas visits recommended by the Sports Committee.
- ii. Such tours must be guided based on the principle of value creation and exposure for the players.
- iii. The selection of players for the tour must be informed by the respective Sports Committees to the Sports Council.

15 PARTICIPATION AT MOST POPULAR SPORTSMEN BY MEDIA

College shall not encourage Team or individuals participation in any most popular team or individual competitions conducted by Print Media or any Electronic means. However any participation in such a category may be considered subject to prior approval of the Sports Council.

16 CAPTAIN SELECTION

Team captain shall be appointed based on Seniority /Merit/Leadership/ Discipline/Academic qualifications/Performances.

Minimum of 2 shortlisted names shall be forwarded by POG with consultation of Head coach, MIC, Vice Principal and respective committee chairman to the Principal with capability updates for his final approval.

17 MATCH TEAM SELECTION COMMITTEE (MTSC)

Final playing Team would be selected by the MTSC will comprise of the following

- i. Head Coach
- ii. Manager (Rugby)
- iii. Captain
- iv. Master in Charge (Observer)

18 SPORTS SCHOLARSHIP FOR POST GCE ORDINARY LEVEL STUDENTS

- i. College shall encourage post GCE (OL) passed students with sports talent to be admitted. Scholarship would be considered with exceptional results (4 A's minimum) in any stream and in any medium. The value of the scholarship would depend on the requirement and necessity of the sport and be based on the recommendation of the respective Sports committee. Such scholarship afforded to external students should be made available to the internal students as well.
- ii. Full Sports Scholarship for Advanced Level would be considered for any internal or external students with the minimum 2 A's at the GCE (OL) provided such students have represented College at the highest level, also at either District, Provincial or National level in tournament organized by the Sri Lanka Schools Sports & Education authorities or similar bodies subject to the recommendation by the Chairman of the respective Sports Committee.
- iii. Maximum Annual scholarship to be allowed per sports shall be as follows:
Football 3, Rugger 3, Cricket 3 and Basketball 3

19 SPORTS ADMINISTRATION RECRUITMENT

- i. All administrative staff/Officials connected to Sports shall be appointed for ONE YEAR only.
- ii. They shall be appointed on contract subject to renewal for a further period on the recommendations of the Sports Council. Such recommendations shall be communicated to the Board of Governors through the BOG Chairman of the Sports Committee.
- iii. No administrative staff shall be kept in employment beyond the age of 60 Years unless under special circumstances to be spelled out clearly and if the opinion of the Sports Council such persons continuation of the service beyond the age of 60 years is beneficial in the interest of the Sport/game.

20 PERFORMANCE APPRAISAL OF SPORTS ADMINISTRATIVE STAFF

- i. An annual review of performance appraisal of the Sports administrative staff shall be done jointly by the Chairman of College Sports Committee and Prefect of Games and submitted to the Sports Council.
- ii. Review of the terms and conditions of the Contract will be based taking into consideration the report of the Chairman Sports Committees and POG for approval by the Board of Governors on the recommendations of the BOG Chairman of Sports.

21 AWARDS OF COLLEGE

College offers students a range of different sports/games in which they can participate. Almost all of them have different age group competition at Inter House of Inter school levels Medal, Certificate, Trophies, Challenge Cup or shields are awarded.

21.1 PRESTIGIOUS AWARDS

- i. Most outstanding player.
- ii. Most outstanding Sportsman of the Year.
- iii. All-round sportsmen of the Year
- iv. Upcoming /Emerging sportsmen of the Year.
- v. Recognition awards for Coaches/Assistant Coaches/MIC

21.2 COLLEGE CREST

It is an award for the Sportsman who has made an outstanding achievement in his chosen field of sports. Only the best players of the respective Senior Teams and players who represented the Sri Lanka Schools /Youth/National Teams shall receive the College Crest.

21.3 COLLEGE COLORS

College Colors are awarded for the Sportsman who represent College in his chosen field of sports, who have made significant contribution in that Sport for the period 1st.April to 31st.March of that year.

21.4 COLLEGE CREST / COLORS

Are indicated by wearing of the College Tie and Blazer and the relevant Sport embroidered at the bottom of the Crest/Colors.

The above awards are recommended by the Sports Committee and seconded by Sports Council.

21.5 SPORTS

21.5.1 ATHLETICS

- a. To those who represent the College at Senior Public Schools Meet/National Schools Game/All Island Meet and who have won 1st, 2nd or 3rd places.
- b. To those who represent the College at the Western Province Educational Meet
And have won 1st, 2nd or 3rd places.
- c. To those who represent the College at the Zonal Educational Meet and won 1st place.
- d. Any athlete who represent the Sri Lanka Schools/National/Senior Team

21.5.2 AIR RIFLE SHOOTING

- a. Who has won the sharp shooter award at the meet conducted by Sri Lanka Schools Shooting Sports Association. (SLSSSA)
- b. Who has reached the Qualifying Standard for the Nationals at the competition organized by the SLSSSA.
- c. Who has reached the Qualifying standard at the National Meet/recognized meet conducted by the National Shooting Sports Federation (NSSF).
- d. Who has represented Sri Lanka Senior /Junior National Teams.

21.5.3 BASKETBALL

- a. Members of the winners and runner up Team in Senior Tournament conducted by the Sri Lanka Schools
- b. Basketball Association or the Colombo district tournament or Education Dept. Tournament
- c. Members of a team that are Champion or Runners up of an recognized invitation tournaments
- d. Any player who represent Sri Lanka Schools Senior National Team

21.5.4 FOOTBALL

- a. Those who represent the College Soccer Team in Senior Tournament conducted by Sri Lanka Schools Football Federation or the Colombo District Tournament or the education department and emerge as the Champion or runner up.
- b. Champion or Runners up of any recognized Invitation Tournament approved by Sports Council
- c. To any player who represents Sri Lanka Schools Senior Team
- d. To any player who represents Sri Lanka Youth Tea

21.5.5 HOCKEY

- a. Winners and Runners up of Colombo Schools Tournament or the Semi Finalist
- b. Winners and Runners of the Sri Lanka Schools Tournament or the semi finalist at this tournament
- c. Those who represents Sri Lanka Schools/Colombo Schools Teams
- d. Winners of recognized invitation 7 A side Tournaments approved by Sports Council

21.5.6 KARATE

- a. To any player of Black belt level who has become Team Champion, Runners up or Individual Champion, Runners Up in a Tournament conducted by the Ministry of Education or by the Sri Lanka Schools Karate Association or recognized Invitation Tournament approved by the Sports Council.

21.5.7 RUGBY

- a. Champion or Runners up in Under 20, 7 a Side, 10 a Side or 15 a side School League or Knock out Tournament
- b. Champions and Runners up of the Western Provincial Tournament
- c. Team winning the 80% of the League Tournament Matches and those who have played 80% of the matches.
- d. Champions and Runners up of the recognized Invitation 7 A Side Tournaments
- e. Players who represent the national Youth Team Sri Lanka Schools Team or Western Provincial Team.

21.5.8 SWIMMING

To anyone who represents the College Team at one of following meets and placed 1st, 2nd or 3rd in any event.

- a. Novices Aquatic Swimming Championship (All island meet) meet : Conducted by Sri Lana Aquatic Sports Union –which is the main body of Sri Lanka Swimming.
- b. Sri Lanka Schools Age Group Novices Swimming Championship Meet (All Island Swimming Meet) : Conducted by Sri Lanka Schools Aquatic Sports Association.
- c. Sri Lanka Schools Age Group Swimming Championship Meet (All Island Swimming Meet) : Conducted by Sri Lanka Schools Aquatic Sports Association.
- d. National Intermediate Age Group swimming championship meet (All island Swimming Meet) : Conducted by Sri Lanka Aquatic Sports Union.
- e. National Age Group Relay Championship Meet (All island Swimming Meet) : Conducted by Sri Lanka Aquatic Sports Union.
- f. National Age Group Swimming Championship Meet (All island swimming meet) : Conducted by Sri Lanka Aquatic Sports Union.

- g. Pentathlon Swimming Championship Meet (All island swimming meet) : Conducted by Sri Lanka Aquatic Sports Union.
- h. Western Province Age Group Swimming Championship Meet : Conducted by Ministry of Education.
- i. National Schools Games (All island swimming meet) : Conducted by Ministry of Education.
- j. Short Course Qualification Swimming Meet (All island Swimming Meet) : Conducted by Sri Lanka Aquatic Sports Union.
- k. Junior National Swimming Championship Meet (All Island Swimming Meet) : Conducted by Sri Lanka Aquatic Sports Union.
- l. Senior National Swimming Championship Meet (All island Swimming Meet) : Conducted by Sri Lanka Aquatic Sports Union. Under the recognized invitation swimming meets.
- m. Vidudaya Ritzbury Inter Schools Swimming Championship Meet : recognized Invitation Swimming meet approved by Ministry of Sports and conducted by the University of Sri Jayawardenepura-Department of Physical Education and Sports Council.
- n. Defence Services College Challenge Age Group Swimming Championship : Approved by Ministry of Sports and conducted by Defence Service College.

21.5.9 BOXING

- a. Who represents College at Stubbs Shield, Senior Public schools Meet/National School Games at any weight category and wins 1st, 2nd or 3rd place.
- b. Who represents College at Novices meet conducted by the National Association and the School Association and wins 1st, 2nd or 3rd place
- c. Who wins 1st, 2nd or 3rd place in the St L.V.Jayaweera or T.B.Jayah Invitation meets
- d. Any Boxer who represents Sri Lanka Schools/Senior national Team

21.5.10 BAND

- a. All Leaders of the Senior Band who have led the band at three Major events over a period of 2 years.

21.5.11 CRICKET

- a. Batsmen who scores 500 runs in 1st X1 Senior Interschool matches during one cricket season (September to March)
- b. A bowler who captures 50 wickets in 1st X1 Senior inter school matches
- c. An all-rounder who scores 350 runs and captures 35 wicket
- d. A fielder who takes 30 catches
- e. One who represent Zonal, Provincial or the Schools National Team
- f. Team winning 80% of the matches in the Schools cricket tournament and played 80% of the matches.

21.5.12 CADETING

- a. Should have been a Cadet Sergeant of the platoon and have attended two NCC Camps at Rantambe or any other recognized Cadet Camp
- b. Should have been a Senior Cadet Corporal for 3 years and attended 2 camps.
- c. Should have been a Cadet in the Platoon for the Herman Loos Cup, within the first ten in the ranking
- d. Individual excellence in Rifle Shooting

- e. Any special achievement, in Cadetting and representing College at Cadet events at Home or Abroad
- f. Promoted as
 - * C.Q., Company Quarter Master
 - * C.S.M., Company Sergeant Major
 - * R.Q.M.S., Regimental Quarter Master Sergeant
 - * R.S.M., Regimental Sergeant Major

21.5.13 CHESS

- a. To those who represent College at Senior meet organized by Sri Lanka Schools Chess Association
- b. National School Games at any group and has won 1st, 2nd or 3rd place
- c. Won One/Two/Three stars at meets organized by Schools Chess Association
- d. Won First three at meets conducted by the National Chess Association.
- e. Represented Sri Lanka Schools/National Team at foreign Tournaments

21.5.14 SCOUTING

- a. Shall be a Presidents Scout.
- b. Represented Sri Lanka at any scouting event internationally based on competitive Selection
- c. Shall be a Gold Star Cub Scout

22 CRITERIA FOR SPECIAL AWARDS

22.1 BEST ALL ROUND STUDENT (SPORTSMEN WHO EXCELLED IN STUDIES)

- i. Student who has won awards in most number of Sports/Athletics.
- ii. Minimum in 3 sports disciplines in Inter House Circuit, Zonal and obtained minimum 3 C's at the GCE (AL) examination and maintained very good discipline. (Comments on a very high standard of discipline should be submitted with supporting documents which should satisfy the interview panel).
- iii. Student who has obtained highest accumulated average - compulsory above 65% - in all three subjects in Grade 13 and maintained 80% attendance to school in Grade 12 & 13.

22.2 OUTSTANDING RUGBY PLAYER EXCELLED IN STUDIES

- i. Student who is an outstanding rugby player having obtained minimum 3 C's at the GCE (AL) Examination. (Comments on a very high standard of discipline should be submitted with supporting documents which should satisfy the interview panel).
- ii. Student who has obtained highest accumulated average –compulsory above 65% -in all three subjects in Grade 13 and maintained 80% attendance to school in Grade 12 & 13

22.3 OUTSTANDING FOOTBALL PLAYER EXCELLED IN STUDIES

- i. Student who is an outstanding Football player having obtained minimum 3 C's at the GCE (AL) Examination. (Comments on a very high standard of discipline should be submitted with supporting documents which should satisfy the interview panel).
- ii. Student who has obtained highest accumulated average –compulsory above 65% -in all three subjects in Grade 13 and maintained 80% attendance to school in Grade 12 & 13

22.4 OUTSTANDING CRICKET PLAYER EXCELLED IN STUDIES

- i. Student who is an outstanding Cricket player having obtained minimum 3 C's at the GCE (AL) Examination. (Comments on a very high standard of discipline should be submitted with supporting documents which should satisfy the interview panel).
- ii. Student who has obtained highest accumulated average –compulsory above 65% -in all three subjects in Grade 13 and maintained 80% attendance to school in Grade 12 &13

22.5 OUTSTANDING ATHLETE EXCELLED IN STUDIES

- i. Student who is an outstanding Athletic player having obtained minimum 3 C's at the GCE (AL) Examination. (Comments on a very high standard of discipline should be submitted with supporting documents which should satisfy the interview panel).
- ii. Student who has obtained highest accumulated average - compulsory above 65% -in all three subjects in Grade 13 and maintained 80% attendance to school in Grade 12 &13

22.6 BEST PLAYER

Any player, who represents the College in a participative sport and is selected by the panel - Sports Committee, Coach and Master in charge and approved by Sports Council.

22.7 MOST OUTSTANDING PLYERS

Players who represent Sri Lanka in any age group at National Youth or School level.

22.8 MOST OTSTANDING SPORTSMEN OF THE YEAR

A sportsmen who has excelled in one or more number of sports and attained an outstanding level of student achievement in that/those sport

22.9 OUTSTANDING COACHES, ASSISTANT COACHES AND MASTER IN CHARGES

Recognition awards may be presented to Coaches, Assistant Coaches and Masters in Charges of respective Sports on the recommendation of the Sports Committees and ratified by the Sports Council.

23 CODE OF CONDUCT

23.1 COACHES AND MANAGERS

It is important to understand rules, regulation and the spirit of the game of all relevant code of conduct by Officials, Managers, Parents and Players and uphold the Code of Conduct.

- a. Must adhere to all guidelines laid down by the College Sports Policy
- b. Must respect the rights, dignity and worth of each and every person and treat them equally within the context of the spirit of sports.
- c. Must place the wellbeing and safety of each player above all other considerations including the upliftment of performance in that particular sport.
- d. Must develop an appropriate working partnership with each player based on mutual trust and respect
- e. Must not exert undue influence to obtain personal benefit or reward.
- f. Must encourage and guide players to accept responsibility for their own behavior and performance
- g. Must always promote the positive aspect of the sport (eg: fair play) and never condone violations of the game.
- h. Must never condone any behavior contrary to the Spirit of and the laws of the Game or allow the use of any prohibited substance to enhance performance or techniques.
- i. Must co-operate fully with other specialists like –Sports Medicine doctors, physiotherapist, consultants, etc- in the best interest of the player.
- j. Must consistently display high standards of behavior and appearance
- k. Must not use or tolerate offensive, insulting or abusive language or behavior from players and officials
- l. Must never participate or advocate practices that involves match fixing.
- m. Deal effectively with instances of violence, aggression, unsporting behavior, foul Play and Misconduct.

23.2 PLAYERS

As a player you will always play by the Rules.

- a. Never argue with an official. If you disagree, have your Captain Coach or manager approach the Official during a break or after the competition.
- b. Be a good sportsman, appreciate and endeavor to applaud all good players whether in your team or the opposition.
- c. Co-operate with your Captain, Coach, Team mates and opponents. Without them there would be no competition.
- d. Treat all participants in your sports as you like to be treated. Do not bully or take unfair advantage of another competitor.
- e. Control your temper. Verbal abuse of officials and striking other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviors in any sport.
- f. Respect the rights, dignity and worth of all participants regardless of their cultural background or religion.
- g. Work equally hard for yourself and/or your Team. Your Teams performance will benefit, so will you.
- h. Participate for your own enjoyment and benefit, not just to please your parents or Coaches.
- i. Remember the aim of playing games/sports is to have fun, improve your skills and feel Good and win, but not at all cost.
- j. Show appreciation for officials, administrators and volunteers
- k. Attend practices and training regularly, if unable discuss with your Coach.

23.3 PARENTS/GUARDIAN

- a. As a parent you will have to remember that your child/children participate in Sports for their enjoyment and not yours.
- b. Encourage Children to play according to the rules and to settle disagreement without resorting to hostility or violence
- c. Encourage the Children to participate but don't force participation.
- d. Focus on your child's effort and performances rather whether they win or lose.
- e. Never yell or ridicule the child for making a mistake or losing a competition.
- f. Remember the Children learn best by example and appreciate good performance and skillful play by all participants.
- g. Support all efforts to remove verbal and physical abuse and unacceptable behavior from sporting \activities.
- h. Respect officials' decisions and teach children to do likewise.

24 CONSEQUENCE/SANCTIONS

24.1 COACHES/MANAGERS/OFFICIALS

- a. The Coaches, Managers and Officials are bound by the Code of Conduct
- b. Any unacceptable behavior and violation of the Code of Conduct will be dealt with by the Principal or a Committee appointed by the Principal.

24.2 PLAYERS

The following three step process will be implemented in case of non-compliance and breaches of the players' code of conduct.

- a. Players who significantly breach school behavior codes during practices and matches will be referred to the Principal for Counselling consequent action.
 - Level 1 one match exclusion
 - Level 2 three match exclusion
 - Level 3 expulsion from the remainder of the season
- b. Players cannot attend any practices or matches for any sports during period of exclusion. Players may be excluded by the Coach from participating in matches for not attending practices
- c. Repeated and unacceptable behavior or misconduct by players will be referred to the Principal for severe action.
- d. Of Level 2 or Level 3: Coaches and parents will be reminded of the consequences of the Childs behavior by the Manager

24.3 PARENT/GUARDIAN

- a. When parent/guardian behaves in such unacceptable ways, the Principal or his deputy will seek to resolve the situation, through discussion and/or mediation.
- b. Where a parent/guardian behavior is deemed to bring disrepute to the school, likely to cause harm, distress or danger to the OFFICIALS and others, College may exercise the legal right to impose a temporary or permanent ban of the parent/guardian entering the College premises.
- c. In a case which causes physical harm to any official or others and his property, the matter may be reported to the local police for investigation. Whilst the act is being investigated, the alleged party will be barred from entering the College premises.

25 ACTING IN BREACH OF SPORTS POLICY &/OR CODE OF CONDUCT

- i. Any Sportsmen and/or Officials connected with Sports acting in breach of the Sports Policy shall tantamount to be liable to disciplinary action.
- ii. A preliminary Inquiry shall be conducted in the event of a complaint received against him/her.
- iii. During the Preliminary Inquiry if it is found that there exists a wrongdoing suspended pending further inquiry.
- iv. The Principal shall formulate a Disciplinary Inquiry Panel which shall be empowered to issue notices and conduct a fair inquiry.
- v. The person accused of acting in breach of the Code of Conduct and/or the Policy shall be given an opportunity to show cause why disciplinary action shall not be taken against him/her.
- vi. In the event, it is proved, by reliable evidence that such person acted in breach of the Code of Conduct and/or the Sports Policy, the Inquiry Panel may recommend suitable action and report to the Sports Council for necessary action.
- vii. The decision of the Sports Council on such matter shall be final and binding.

26 SOCIAL MEDIA ETIQUETTES OF COACHES & PLAYERS

- i. Posting and sharing of Controversial, unprofessional, derogatory, unethical, threatening, bullying etc is prohibited.
- ii. Sports Committee must monitor and report to the Sports Council any unauthorized and violations once it is being noticed.

27 BRANDING GUIDELINES

It is mandatory to conform to the established College Branding guidelines as a measure of standardization. It is important to comply with the approved and published Branding guidelines when using Colour Code, Colour order, Logo, Logo Size, Letter Fonts, Letter Font Size, Flag, College Crest, Measurement of College Flag & Logo, etc by the Sports Council and the Sports Committees in using on Letterheads, Envelopes, Flags, Coloursmen Blazer, Student Shirt/Cap, etc.

28 INTERPRETATION

In the event of any ambiguity arising in the course of interpretation of any one or more of any clauses in the Policy and/or Code of Conduct, the Chairman of the Sports Council in consultation with the members shall make decision as to the content and meaning of the said clause. Such decision shall be final and conclusive and shall be binding.