



Marina View School

Association of Intermediate and Middle Schools Sporting Tournament (AIMS GAMES) PROCEDURES

Purpose:

1. To fulfil the requirements of the National Administration Guideline 5 (i) and (ii).
2. As in EOTC, it is to appreciate the interrelationships within the environment as well as between people and their environment.
3. To provide opportunities for children to compete in sport at a high level nationally.
4. To offer the children challenging, team building experiences outside of their schooling environment.
5. To ensure that visits outside the school environment are planned and managed to ensure the safety and best interests of the children.

Guidelines:

1. All AIMS excursions to be planned in Term 4, the year before (Refer to suggested timeline below).
2. AIMS is to be run and organised by the staff member aligned with the selected sport with oversight from the Year 7 and 8 P/E teacher. This staff member will be responsible for organising trials from which the team will be selected. They will also be expected to travel with the team and provide support and leadership during the week of AIMS.
3. A code is to be chosen after discussion with years 6, 7 and 8 teachers involved in sport along with other interested parties eg: coaches of teams who represent MVS. Every child in Year 7 and 8 to be given equal opportunity to trial unless a student is selected in an individual sport eg: golf.
4. A maximum of one team per year will travel to AIMS with a staff member and their expenses will be paid for by the school.
5. Teams selected on merit, results from local competitions and trials to be considered.

Health and Safety:

1. Health and safety of the children is a primary consideration in planning an excursion. Ensure that adequate supervision is provided as suggested below:
 - 1 : 8 General trips
 - 1 : 6 Bush trips
 - 1 : 4 In or on the water (with the exception of organised swimming lessons)

2. Staff are required to have a current school approved First Aid certificate before permission will be granted for an excursion.
3. First Aid Kits and children's individual medicines (E.g. EpiPen, inhalers, antihistamine etc) must be carried on every school excursion as required. Prior to the excursions the first aid kits will be checked by the office staff.
4. Significant medical and health concerns should be identified by the organiser. The teachers concerned and appropriate adult helpers will then be informed.
5. Health and Permission forms must be taken and a copy kept with the first aid supplies.
6. Before departing from any venue visited while in Tauranga for AIMS, a roll call should be taken and further checks (e.g. head counts, checking parent groups, buddy systems), should be made when necessary.

Prior To All Excursions:

1. The Principal, Senior Teacher, Office Staff and Parents must be notified of ALL trips which take place outside the school grounds.
2. A permission form with details of costs, transport and supervision arrangements must be outlined and given to the Principal for approval by the end of Term 1.
3. Written notification of the selected AIMS team must be given to families and caregivers, by the end of Term 1.
4. Written permission by parents / guardians (Health & Permission Form) must be received prior to leaving school, e.g. Term 2, including Police Vetting requirements for all attending parents.
5. Organisers must visit the area and complete a Risk Management Form prior to going to AIMS, e.g. venue to be checked in advance.
6. A summary of trip planning and Risk Management planning will be presented to the Board of Trustees prior to leaving in Term 2.

Excursion Costings:

1. Keep costs as low as possible.
2. AIMS is a choice and not to be chosen instead of school expectations such as Camp, Activity Week or term excursions.
2. Money charged for each child must be sufficient to cover ALL costs including parent supervision and fair and reasonable expenses incurred by teachers.

3. Charges to children must contain a contingency sum (say 10%) to cover unforeseen costs. Final costings are to be approved by the Principal and Administration Officer (as per Excursion Planning Sheet).
4. All money is expected to have been collected prior to travelling to AIMS, in Tauranga.

Adult Helpers:

1. Ensure that parent supervision is confirmed and that they are provided with the list of children going to AIMS, prior to leaving on any excursion.
2. Ensure adult helpers know who they are to report to, what the teachers' expectations are, what the programme for the excursion is, and what risks they need to be aware of.
3. Pre-schoolers/siblings/ are not to accompany adult helpers who are staying with team in coaching or management role on an AIMS excursion.

Transport (as per Road Safety Policy):

1. Children may only travel by private vehicle if:
 - The driver has a full New Zealand licence.
 - The vehicle is fully registered, warranted and maintained.
 - The children are seat belted at all times.
 - Parents/caregivers have given their signed permission for their child to do so.
 - The driver / drivers must be Police Vetted through Marina View School (if transporting children other than own)
2. Everyone must be seated and wear a seatbelt when travelling by bus.