



# ASSOCIATED AND CATHOLIC COLLEGES OF WA

## INCLUSIVE SPORT PROGRAM OPERATIONS MANUAL

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## 1.0 AIM

The aim of the Associated and Catholic Colleges of WA (ACC) is to provide quality sport and recreation activities that cater to all levels of student ability. The Inclusive Sports Program (ISP) is integral to the ACC mission and provides students with a disability equitable access to sporting and recreational opportunities. The program is specifically targeted at *students whose disabilities may hinder their inclusion in school based or interschool sporting events.*

### 1.1 Disability definition

The ACC takes the definition of *disability* from the Western Australia Disability Services Act 1993. The act defines *disability* as meaning a disability:

- which is attributable to an intellectual, psychiatric, cognitive, neurological, sensory, or physical impairment or a combination of those impairments
- which is permanent or likely to be permanent
- which may or may not be of a chronic or episodic nature and which results in substantially reduced capacity of the person for communication, social interaction, learning or mobility, and a need for continuing support services.

Disabilities can result in a person having a substantially reduced capacity for communication, social interaction, learning or mobility and a need for continuing support services in daily life.

## 2.0 PARTICIPATING SCHOOLS

The Inclusive Sports Sporting program is open to any student with a disability from a member school, whether that school has a designated education support/special needs unit or not. Traditionally the following schools have been involved in the program and the host school would come from within this group each year.

Corpus Christi College	La Salle College	Prendiville Catholic College
Guildford Grammar	Lumen Christi College	Sacred Heart College
Holy Cross College	Mandurah Catholic College	Servite College
Irene McCormack Catholic	Mater Dei College	Seton Catholic College
John Septimus Roe ACS	Mercedes College	South Coast Baptist College
John XXIII College	Mercy College	St John Bosco College
John Wollaston ACS	Mother Teresa Catholic College	St Norbert College
Kolbe Catholic College	Newman College	Ursula Frayne College
Lake Joondalup Baptist		

### Invited school status

Aquinas College

Methodist Ladies College

Christchurch Grammar School

Trinity College

## 3.0 INVOLVEMENT

It is the policy of the ACC that students competing in ACC sport must be under 19 years of age as of 31st December. Students who have turned 19 years of age are not permitted to participate in ACC sport. It is also ACC policy that student participation is limited to "secondary school students" and that the minimum level for participation is enrolment in Year 7.

The criteria for nomination are as follows:

*“Any student with a disability (Years 7 to 12) who has not and are unlikely to represent their school in this sport will be eligible, whether enrolled in an Education Support unit or not. Schools are also encouraged to nominate students whose disabilities prevent them from inclusion in events in school based or house carnivals.”*

ACC inclusion sporting events and programs will not be categorized by or into specific disabilities, but open to all disabilities.

#### 4.0 EVENTS

Activities conducted within the Inclusive sports program are focused on participation rather than competitive performance. Some events are conducted as “stand alone” events whilst others are conducted as parallel events alongside existing divisional carnivals. The current calendar of events offered as part of the ACC Inclusive Sports Program are as below :

TERM	DATE	EVENT & VENUE	NOMINATIONS OPEN	NOMINATIONS DUE
TERM 1	13/02/2025 WEEK 2	Inclusive Sports Committee meeting (Newman Sienna Centre, Doubleview)		
	21/02/2025 WEEK 3	Beach Carnival (Sorrento Beach, CENTRAL)	LATE TERM 4 2024	FRIDAY 07/02/2025
	14/03/2025 WEEK 6	Indoor & Outdoor Soccer Carnivals (INDOOR : Lord’s Recreation Centre) (OUTDOOR : Pat Goodridge Reserve, Jolimont)	FRIDAY 14/02/2025	FRIDAY 28/02/2025
	17/03 – 28/03 WEEK 7 – 8	ACC Swimming Carnivals (Multi Class) * (HBF Stadium, Mt Claremont)		TBA
	11/04/2025 WEEK 10	Swimming Carnival (Claremont Aquatic Centre)	FRIDAY 28/02/2025	FRIDAY 18/03/2025
TERM 2	08/05/2025 WEEK 2	Inclusive Sports Committee meeting (via TEAMS only)		
	13/05/2025 WEEK 3	ACC Lightning Carnival (Inclusive Basketball) * (Lord’s Recreation Centre)	WEDNESDAY 05/03/2025	WEDNESDAY 26/03/2025
		ACC Lightning Carnival (Inclusive Netball) * (Matthews Netball Centre, Jolimont)		
	30/05/2025 WEEK 5	Fun Run & Activity Day (Jackadder Lake Reserve, Woodlands)	FRIDAY 02/05/2025	FRIDAY 16/05/25
	05/06/2025 WEEK 5	ACC Cross Country (Multi Class) * (Alderbury Reserve, Floreat)		THURSDAY 08/05/2025
27/06/2025 WEEK 9	AFL Carnival (Alderbury Reserve, Floreat)	FRIDAY 30/05/2025	FRIDAY 13/06/2025	

TERM	DATE	EVENT & VENUE	NOMINATIONS OPEN	NOMINATIONS DUE
TERM 3	31/07/2025 WEEK 2	Inclusive Sports Committee meeting (via TEAMS only)		
	22/08/2025 WEEK 5	Cricket Carnival (Alderbury Reserve, Floreat)	FRIDAY 25/07/2025	FRIDAY 08/08/2025
	03/09 – 19/09 WEEK 7 – 9	ACC Athletics Carnivals (Multi Class) * (WA Athletics Stadium, Floreat)		TBA
	11/09/2025 WEEK 8 THURSDAY	Athletics Carnival (UWA Sport Park, Mt Claremont) <b>** NOTE REVISED DATE **</b>	FRIDAY 08/08/2025	FRIDAY 22/08/2025
TERM 4	31/10/2025 WEEK 3	Multi-Sport Day 2 ** (John XXIII College, Mt Claremont)	FRIDAY 19/09/2025	FRIDAY 17/10/2025
	20/11/2025 WEEK 6	Inclusive Sports Committee meeting (Newman Sienna Centre, Doubleview)		
	03/12/2025 WEEK 8	International Day of People with Disability		

For an up-to-date listing of all ACC Inclusive Sport Program events please refer to the ACC website :  
<https://www.accsport.asn.au/calendar/dates/2025>

## 5.0 ACC MULTI CLASS PROGRAM

In addition to the ACC Inclusive Sport program of events, the ACC also offer students with a disability the opportunity to compete in a program of ACC Multi Class events. Multi Class events align with ACC major carnivals and inter-school sporting events and are designed to be an integrated competitive sporting program. Multi Class sporting events give students with a disability an opportunity to compete and represent their school.

The three major ACC carnivals of Swimming, Athletics and Cross Country all have an integrated Multi Class component to the event, allowing students with a disability the opportunity to participate alongside members of their school and other competing schools, as well as compete against other students in the Multi Class program.

For students to be eligible for All Stars Team Selection and ACC Records in the ACC carnivals of Swimming, Athletics and Cross Country, students require a disability sport classification relating to that respective sport. Students may compete at these events without a classification (inclusive athlete) however their performance will not be considered for All Stars selection or ACC records. Please contact the ACC office for more information on participating in the Multi Class program and the classification process.

PLEASE NOTE : the ACC divisional carnivals are competitive events, and Sports Coordinators should take careful consideration before nominating an inclusive athlete into an event(s) at an ACC divisional carnival.

## 6.0 SUB ASSOCIATION INTER-SCHOOL SPORT

Several ACC Interschool Sub-Associations also offer integrated sporting competition as part of their weekly inter-school competition. For more information on Sub-Association sport please see: <https://www.accsport.asn.au/interschool-sport>

## 7.0 ISP EVENT CHARTERS

As per standard ACC operations, all events and activities conducted within the program will be managed according to the Charter of operations for that activity. Schools will be issued with a charter before each event. Charters can also be accessed on the ACC website under the relevant event page.

## 8.0 ISP FEES

All ISP events and activities conducted within the Inclusive Sports program will incur a sports fee for each event on a cost recovery basis. These expenses include (but are not limited to) venue hire, first aid, equipment hire, trophies, medallions, catering. These costs will only be invoiced to schools engaging with the respective events. **Events are either charged per student / team / school, and for information purposes only, the below provides an indicative schedule of actual 2024 costs, based on nominations received :**

EVENT	COST	CHARGED
Beach carnival	\$11.12	per student
Indoor soccer	\$117.15	per team
Outdoor soccer	\$63.03	per team
Swimming carnival	\$10.85	per student
Fun Run & Activity Day	\$10.91	per student
AFL carnival	\$75.49	per team
Cricket carnival	\$71.32	per team
Athletics carnival	\$374.24	per school
Multi Sports Day	\$49.94	per school

### 8.1 ISP Administration fee

**An administration charge of \$155.00 applies to a school who participates in at least one ISP event in a calendar year, which is a flat fee, irrespective of the number of events a school engages in.**

## 9.0 HOST AND DEPUTY HOST SCHOOL

In relation to ISP events, the Host School will, in conjunction with ACC staff, be responsible for the organisation and operation **of events as stipulated in the table below**. Upon request to the ACC, other schools may wish to volunteer to coordinate **ISP events, and if this occurs, then the host school would no longer take on this duty**. Effectively, on the carnival day the Host school will be the Carnival Manager. Ideally, the Host School would have assistance from their Physical Education Department and PE Studies/VET students, to run the carnival. ACC staff will provide carnival management and administration assistance with all events.

The main schools involved with the ISP will rotate host duties over regular time intervals. **Upon reflection, it was decided that the HOST school will remain (commencing 2024) in the role for a two year term, with the Deputy Host supporting in the second year of term, and taking on role of HOST school the following year.**

The below table is the guide to past and future host duty allocations, and will be reviewed annually at the final ISC meeting of each year.

YEAR OF DUTY	HOST SCHOOL	DEPUTY HOST SCHOOL
2006	Sacred Heart College	Servite College
2007	Servite College	Newman College
2008	Newman College	La Salle College
2009	La Salle College	Ursula Frayne College
2010	Ursula Frayne College	John XXIII College
2011	John XXIII College	Corpus Christi College
2012	Corpus Christi College	Mercedes College
2013	Mercedes College	Sacred Heart College
2016	Prendiville Catholic College	Ursula Frayne Catholic College
2017	Ursula Frayne Catholic College	La Salle College
2018	La Salle College	Lumen Christi College
2019	Lumen Christi College	Mercy College
2020	Mercy College	Servite College
2021	Servite College	John XXIII College
2022	Corpus Christi College	Mandurah Catholic
2023	Mandurah Catholic	Seton Catholic College
2024	Seton Catholic College	Mater Dei College
2025	Seton Catholic College	Prendiville Catholic College
2026	Prendiville Catholic College	NOT REQUIRED
2027	Prendiville Catholic College	Sacred Heart College
2028	Sacred Heart College	NOT REQUIRED
2029	Sacred Heart College	Newman College
2030	Newman College	NOT REQUIRED
2031	Newman College	Mercedes College
2032	Mercedes College	NOT REQUIRED
2033	Mercedes College	Holy Cross College
2034	Holy Cross College	NOT REQUIRED
2035	Holy Cross College	Ursula Frayne College
2036	Ursula Frayne College	NOT REQUIRED
2037	Ursula Frayne College	La Salle College
2038	La Salle College	NOT REQUIRED
2039	La Salle College	Lumen Christi College
2040	Lumen Christi College	NOT REQUIRED
2041	Lumen Christi College	Servite College
2042	Servite College	NOT REQUIRED
2043	Servite College	Corpus Christi College
2044	Corpus Christi College	NOT REQUIRED
2045	Corpus Christi College	Mercy College
2046	Mercy College	NOT REQUIRED
2047	Mercy College	John XXIII College
2048	John XXIII College	NOT REQUIRED
2049	John XXIII College	Seton Catholic College
2050	Seton Catholic College	NOT REQUIRED

As of 2024, the following events require host school support. This is based on the current support received from both State Sporting Associations (SSA), and other ACC member schools who have taken on roles for the respective events. Should there be any change to the below, it will with the designated HOST school's responsibility to fulfil these roles.

EVENT	HOST SCHOOL	DEPUTY HOST SCHOOL
Beach Carnival	Sacred Heart College	
Soccer Carnivals	NOT REQUIRED	
Swimming	HOST SCHOOL	St Mark's Anglican Community
Fun Run	Prendiville Catholic College	
AFL Carnivals	NOT REQUIRED	
Athletics	Notre Dame University	St Norbert College
Cricket Carnival	NOT REQUIRED	
Multi Sport Carnival	NOT REQUIRED	

NOTE : The role of the Deputy Host school will be to fulfill the duties of the Host School if the designated school is unable to do so.

## 10.0 INCLUSIVE SPORT COMMITTEE MEETINGS (ISC)

The coordination and chairing of the ISC meetings will be the responsibility of the ACC Sport Operations Manager, Inclusion. The minutes derived from all meetings are to be circulated within one week of the meeting and is the responsibility of the ACC Sport Operations Manager, Inclusion. New meeting dates will be scheduled as per the ACC calendar. The meetings will take place at least once a term or as a needs basis should more time be required. For 2025 meeting dates please see

<https://www.accsport.asn.au/calendar/dates/2025>

It is important that all participating schools have a representative at these scheduled meetings.

## 11.0 GENERAL CONDITIONS OF PARTICIPATION

- **Staffing** : Suitable teaching staff and carers are assigned a group of students in such a way that each school is accompanied by a teacher or a responsible adult acting on written authorisation from the Principal.
- Schools will be responsible to provide officials at the various carnivals/events to assist the ACC & Host School in the overall operation and management. Participation in events is based on the premise that schools will provide the required officials and staff.
- Individual schools should be aware of "Duty of Care" and ensure the presence of sufficient trained staff at the venues.
- Each school engages all necessary staff and meets its own cost in this regard.
- **Dress** : for all sports, players dress standards must be consistent with, and in line with the traditional expectations for that sport. School sports uniform is to be worn at all ACC ISP Carnival events.

## 12.0 CARNIVAL SHIELDS

The soccer, AFL and cricket carnivals are supported by the respective State Sporting Associations, through the provision of a winner's trophy and perpetual shield. The winning team each year, holds the shield until the same carnival the following year. The school is responsible for engraving the shield at their own cost, prior to the

following years event, and any damage to the shield is the responsibility of the school who is the current holder.

### 13.0 SUE BIGELOW SPIRIT SHIELD

The Sue Bigelow Spirit Shield is awarded at the ISP Swimming and Athletics carnivals, and the Fun Run & Activity Day. The recipient school is selected by the Host School in consultation with the ACC Sport Operations Manager, Inclusion.

#### 13.1 Background

Sue Bigelow was a dedicated educator who stood as an example of commitment to excellence having demonstrated leadership and achievement within the Inclusive Sport Sector. Sue played a significant part in promoting the participation of students with disabilities and represented a positive image of the sector to the wider community by being one of the driving forces who helped shape the Inclusive Sport portfolio as we know it today. Sue's readiness to improve continually was demonstrated by absorbing and responding to changing skills, needs and attitudes of the Inclusive Sport community.

#### 13.2 Recipient

The receiver of the shield/award will have displayed outstanding commitment and support for the involvement of their students in the respective ACC ISP carnival. The winner of the award will be the school that most embodies the ACC maxim of "Sport in the Right Spirit" and has provided its students with outstanding opportunities for participation, school/team spirit, personal development, and leadership. The following attributes will be used as a guide to assess the merits of each school in the event.

- Participation (competitors, spectators, officials, staff).
- Team spirit/support: cheering, uniform, banners, identity, community.
- Leadership: officials (staff and students), personal responsibility.
- Inspiration/Diversity: participation/involvement above and beyond the norm which serves as inspiration to others.

#### 13.3 Shield rotation

The shield shall be held by the school until the next carnival and rotated from winner to winner. That is, the recipient of the shield for ISP Swimming Carnival shall hand over at the time of the following years ISP swimming carnival, and likewise for the other two events. Each school is responsible for engraving the shield at their own cost prior to the following years event. Any damage to the shield is the responsibility of the school who is the current holder.