

Glendowie College



COACHES / MANAGERS SPORTS MANUAL

Mission Statement

In promoting the profile of sport Glendowie College will provide the opportunity for students to be involved and excel in sport and physical activity

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1. SPORT STRATEGIC GOALS

Goal 1 Identify and develop quality sports programmes

- Goal 2** Encourage and promote student participation in sport and physical activities at the College
- Goal 3** Recognize and celebrate sporting achievement to develop pride in individual and College success
- Goal 4** Identify and foster high achieving sports people and provide the support structures for them
- Goal 5** Develop and sustain meaningful relationships and links with the local community to ensure the profile and quality of the sports programme continues to be enhanced
- Goal 6** Provide financial support so that quality equipment and facilities are made available
- Goal 7** Promote improved student well-being through a school-wide nutrition initiative

2. FAIR PLAY CHARTER

Glendowie College endorses the Fair Play Charter as part of its school sports policy.

The aim of the Fair Play Charter of New Zealand is

- To make sport enjoyable and rewarding
- To compete to the best of our ability with enthusiasm and fairness
- To respect the rules which govern the game and play by those rules on all occasions
- To accept and respect the role of the official always and to abide by decisions
- To respect the mana of our opponents and their supporters
- To value the spirit of sportsmanship and to accept victory and loss with equal dignity
- To play hard and play fair.

3. SPORT STAFF MANAGEMENT

Director of Sport:

David James

direct dial 575 0798
school line 575 9128 extn 112
fax 575 0796
email djames@glendowie-college.school.nz

Sports Co-ordinator:

Catherine Massie

school phone 575 9128 extn 161
email cmassie@glendowie-college.school.nz

**First person to contact regarding sports at the college is
Mrs Catherine Massie (Sports Co-ordinator)**

- regarding - competition draws**
- team lists
 - competition dates for regional and national events
 - travelling arrangements
 - general enquiries

4. ROLES AND RESPONSIBILITIES OF THE COACH AND MANAGER

COACH

Positive, Encourage, Share, Leader, Fun, Fair Play

Thank you for your dedication, hard work and sincere interest in the development of young sports persons at Glendowie College. We hope these guidelines will be of help in defining your very important role as a coach at our school

Some Guidelines

- o Have a sound knowledge of the sport
- o Liaise regularly with the Teacher in Charge of your code and the Sports Co-ordinator and keep her/him informed of your team's progress, problems and any action taken. Let the Teacher in Charge know how she/he can assist you
- o Teach the players to abide by the rules of the sport
- o Set high standards and promote the need for punctuality, discipline and commitment

- o Set practice times on a regular basis. Inform the Teacher in Charge and Captain of the team when you are unable to attend a practice or a game
- o Develop and encourage player motivation, player fitness and development of skills
- o Consult with the Sports Co-ordinator with regard to entries, uniform, conduct, tournaments and Fair Play certificates
- o Apply the procedures on dress, playing responsibilities and team equipment, enforce this at all times
- o Encourage your players to enjoy participating while working towards achieving their potential in your code. The coach's role is very important in establishing good team spirit by setting example of Fair Play.
- o Ensure that team members at all times behave in a manner that reflects positively on the school, both on and off the field. The following is unacceptable behaviour:

Racial Abuse
Swearing
Spitting
Physical Abuse
Argumentative behaviour
Disputing referee's decisions

- o Ensure that the scorecard/sheet is accurate for your league games and that it is returned promptly to the Sports Co-ordinator
- o Develop a good working relationship with Manager and Teacher in Charge of the sport
- o Give all players an equal opportunity to participate. Development of skills, team play and a positive attitude towards participating are as important as winning.
- o Remember that as coach you represent an important role model. Accept officials decisions and maintain your decorum at all times.
- o Student Coaches are to sign Fair Play promise

If for any reason you are unable to attend your team's game, please ensure you arrange a suitable adult coach attend on your behalf. If you have any difficulties, please contact our sports co-ordinator Mrs Catherine Massie at least 1 day prior to the game.

TEAM MANAGER

Thank you for your dedication, hard work and sincere interest in the development of young sports persons at Glendowie College. We hope these

guidelines will be of help in defining your very important role as a sports team manager at our school.

- Provide assistance and support to appointed coach, captain and team members, and if possible participate in team talks and activities.
- Provide progress reports to the Teacher in Charge and the Sports Co-ordinator
- Liaise with the Teacher in Charge, in respect of all relevant matters affecting the team eg
 - with the organisation of trials and selections
 - provide team lists and other information to the Teacher in Charge or Sports Co-ordinator
- Organise weekly team meetings to outline programme and organise transport for away games
- Liaise with referees / umpires pre game and make sure visiting teams are met and their gear is safe
- Identify the procedures for the code and provide score sheets to the respective associations on completion of the game
- Uphold the principles of Fair Play
- Ensure that team members at all times behave in a manner that reflects positively on the school, both on and off the field. The following is unacceptable behaviour:
 - Racial Abuse
 - Swearing
 - Spitting
 - Physical Abuse
 - Argumentative behaviour
 - Disputing referee's decisions
- If disciplinary action is necessary, consult with the Teacher in Charge and the Sports Co-ordinator before imposing any penalty.
- Ensure that all injured players receive the appropriate medical attention
- Help organise team transport. This is of particular importance when games are played on a home and away basis. Ensure, if the game is at home that our team welcome the opposing team.
- Provide written documentation to the appropriate authority if you consider there are grounds for a protest by our team or in reply to such an action by an opposing team.
- Provide the Sports Co-ordinator with the correct match results as soon as possible.
- Assist with the collection of equipment and sports uniforms (if required) at the end of the game / season

5. FACILITIES

The following facilities are available for use by sport teams and individuals. The Director of Sport and the Property Manager manage the use of all facilities for co-curricular sport.

Gymnasium

The gymnasium is for the use of the PE department during term time of the school day. After hours and weekend bookings for the gymnasium are organised through the Sports Co-ordinator and/or Property Manager.

Cricket Nets

Bookings for the cricket nets are organised through the Sports Co-ordinator and/or Property Manager.

Playing Fields

The playing fields are for the use of the PE department during term time of the school day. Bookings for the playing fields are organised through the Sports Co-ordinator in conjunction with the Property Manager. In order to maintain the quality of grounds, staff must be aware that all ground closures are adhered to when they happen. Closures are determined by the Property Manager, or Director of Sport. Priority for use is given to sports in season

Tennis Courts

The tennis courts are for the use of the PE department during term time of the school day.

Bookings for the tennis courts are organised through the Sports Co-ordinator and/or Property Manager.

Netball Courts

The netball courts are for the use of the PE department during term time of the school day.

Bookings for the netball courts are organised through the Sports Co-ordinator and/or Property Manager.

6. PROCEDURES

Procedures to follow and steps to be taken are outlined for the following key sporting issues

Equipment

- All equipment is to be issued by the Sports Co-ordinator, with the assistance of the Teacher in Charge of the code with a record kept

- The equipment is due back at the end of the season to the Sports Co-ordinator in good condition
- If any equipment goes missing during the course of the season it is the responsibility of the manager/coach to report it to the Teacher in Charge or Sports Co-ordinator

Ordering of Equipment

Only the Director of Sport can authorise the purchasing of equipment for any sports team. The Coaches/Managers of the respective sport must make applications to the Director of Sport through the Sports Co-ordinator

Managers and coaches of teams who wish to purchase equipment must approach the Teacher in Charge first. All applications must be in writing on the 'Request for Sports Equipment' form .

Uniform

Each code and team will have uniform requirements as outlined by the Director of Sport

Uniform provided by the school

- Issued by the coach/manager on a weekly basis as required
- Is then the responsibility of the Manager/Coach to handout and collect off players at the completion of the match
- The manager/coach is then responsible for the administration of the laundering of the uniforms

Uniform owned by the student

- The student purchases the correct uniform as required by the code
- The student launders the uniform and ensures it is in good condition and clean and tidy for school representation

Any student not appropriately attired in correct sports uniform is not allowed on the field of play. Senior Management, including the Sports Co-ordinator and Teacher in Charge, will remove students who do make it on to the field of play wearing incorrect uniform.

SPORTS UNIFORMS

Badminton	All Years - PE Uniform
Basketball	All years - PE singlet (boys) PE sleeveless top (girls) PE navy shorts
Cricket	Boys: Appropriate whites required Girls: PE Shirt or top; PE navy shorts 1st XI Cricket - white shirts provided or can be purchased
Cycling	To be advised

Hockey	All years - PE uniform shirt; PE navy shorts socks
Netball	All years - PE sleeveless top; Glendowie navy netball skirt approx
Orienteering	All years - PE uniform
Road Running	To be advised
Rugby	All years - Navy Rugby Shorts; socks; Boots will be required for all players. Jersey supplied
Rowing	To be advised
Soccer	All years - PE uniform shirt; PE navy shorts; socks. Boots will be required for all players 1st XI Boys and Girls shirts and shorts provided
Softball	All years - PE uniform
Squash	All years - PE uniform shirt, PE navy shorts. Non-marking shoes
Table Tennis	All years - PE uniform
Touch	All years - PE singlet (boys); PE sleeveless top (girls); PE navy shorts
Tennis	All years - PE singles(boys); PE sleeveless top (girls); PE navy shorts. Girls may wear netball skirts,
Volleyball	All years - PE singlet (boys); PE sleeveless top (girls); PE navy shorts
Waterpolo	Glendowie College Swimming togs required, hats provided
Underwater Hockey	All years - Glendowie College Swimming togs, mask, snorkel, fins, U/water Hockey sticks

Student Discipline

Students involved in incidents of ill discipline on and off the playing field are answerable to the Director of Sport and School Management.

If deemed appropriate by the Director of Sport an incident can be brought to the attention of Senior Management who will be responsible for disciplining the student(s) involved.

If an incident goes before a sport governing body hearing the following steps need to be taken by the Manager/Coach of the team.

- Parents of the student need to be informed of the hearing immediately
- The Manager/Coach needs to meet with the student and explain what is required of the student at the hearing
- The Manager/Coach are required to attend the hearing with the student providing school support

- A report of the incident and the hearing is to be given to the Director of Sport

When representing the school at a sporting event students are to conduct themselves in the same manner as is expected of them when at school. The school's discipline policy and rules and regulations all apply in the sporting setting.

Sports Injuries

The Manager/Coach is responsible for the welfare/health of the students whilst they are representing the school at sport. In the event of an injury occurring the following procedures need to be followed.

If it is established that the injury is a minor one, then the Manager/Coach should use their own judgment as to whether the player can continue NOT the player himself or herself.

If there is doubt over the extent of an injury it must be treated as serious and following steps taken

- Player is removed from field (unless a suspected spinal injury - player is not to be moved)
- Medical advice is sought either at the ground or the nearest medical facility
- The student's parents/guardians are to be contacted as soon as possible
- Manager/Coach is to stay with the student until parents/guardians arrive or upon escorting the student home
- A report of the injury is to be given to the Director of Sport
- A file of serious injuries to be kept by the Director of Sport and this material shared with the school nurse.

All concussion and neck injuries must be treated as serious at all times and immediate medical advice sought



FIRST AID PROCEDURE FOR SCHOOL COACHES

**YOU ARE RESPONSIBLE FOR YOUR TEAM AND TREATMENT OF INJURIES WHERE THERE IS NO PARENT THERE TO TAKE RESPONSIBILITY
(ie taking to A & E)**

If an accident happens when you are taking your team, please follow this procedure:

Have a team list, **including emergency phone numbers** for contacting parents / home. Have a first aid kit available if you need to use it.

Be familiar with basic first aid

1. Assess the accident
2. Treat all injuries as potentially serious
3. Have someone stay with them
4. Keep the injured person warm
5. Administer First Aid
6. Seek extra help if necessary (A & E, Ambulance)
7. Inform parents / caregivers to seek medical advice if you think it is necessary
8. Report accident to Director of Sport the next school day.

Sports Trips

Any sport competition or 'friendly' event that necessitates student absence from class will require the following steps being adhered to

- Permission granted by Director of Sport at least two weeks in advance

- Permission slips sent out to parents/guardians and collected at least one week prior to the event
- A list of students involved placed on staff notice board, and put on daily notices, and advised to student records data-entry person

Education outside the classroom (EOTC) rules apply to any event that requires an overnight stay, ie a submission to SMT (or BOT if over 5 days). This submission must be made through the Director of Sport.

If a trip is granted permission, the trip form and information on the itinerary, accommodation and contact numbers are to be left with the Director of Sport and Deputy Principal before departure.

Code Crossover

Summer/Winter training and playing - Practices and games for sports in their participation period/season take precedent over organised practices for other codes, which are outside that codes playing period/season. If a team wishes to practice out of season then it must fit those training sessions around that of the in-season codes.

Participating in two sports in the same season - The participation of students in sport is to be encouraged at all times. However two issues need to be addressed

- Contact sports - The playing of two contact sports at the same time is not encouraged. Four or more contact practices per week and two contact games for young adolescents is excessive allowing little time for recovery both physically and mentally.
- 'A' Grade Competition - The training and playing demands of participating in two 'A' Grade sports at the same time can be excessive. Coaches must be aware of the needs of the student(s).

Non-Attendance at Practice or Games

It is not acceptable for students to not turn up to either practice or competition games. It is up to the coach and manager of a team to set their ground rules for non-attendance. As a guide withdrawals from future games or detentions are appropriate forms of behaviour modification.

A student not turning up to practice or games lets the team down and can result in hours of preparation and practice by everyone in that team, being wasted. As a manager/coach set your standards early in the season or work with the team in setting team standards that everyone in that team 'owns'.

7. SPORTS RESULTS

All sports results are to be given /sent to Mrs Catherine Massie (Sports Co-ordinator) on the first school morning after the game is played.

Email: cmassie@glendowie-college.school.nz

Results (and Season Draws / Competition Tables) can be accessed on the College Sports website (www.collegesport.co.nz)

Coaches and managers wishing to promote individual and/or team performances on the website should contact the Sports Director (David James - 575 0534 or email djames@glendowie-college.school.nz)

8. SPORTS AWARDS / PRIZE GIVING

Individual '**Fair Play**' Awards are presented twice yearly in the summer and winter sports assemblies. Coaches/managers of each sports team are requested to nominate the recipients of these fair play awards. All nominations to be given to Mrs Catherine Massie (Sports Co-ordinator) at least 1 week prior to the scheduled sports assembly.

Summer Sports Assembly - April (end of Term 1)

Winter Sports Assembly - September (end of Term 3)

The **Annual Sports Awards Evening** held in October each year recognises high achieving sports persons and teams at Glendowie College.

The Sports Director and Sports Co-ordinator are responsible for organising the awards evening. The recipients of the team awards are nominated by the respective coaches/managers. The recipients of the special awards will be decided by the sports management team, in consultation with members of the Sports Council.

9. SPORTS PHOTOS

Photos are taken of all sport teams. The Sports Co-ordinator organises this. Dates for sport photos are published in the school calendar. Students have the opportunity to purchase a photo of their team.

10. TROUBLE SHOOTING

Contact Mrs Catherine Massie (Sports Co-ordinator) with regard to:

- Competition Draws / Results
- Sports Venues
- Sports Equipment / Uniform

- Game Disputes / Appeals
- Other Team / Player Issues (eg attendance at training, player(s) failing to turn up to games without notice, no match referees/umpires etc)

Contact Mr David James (Director of Sport) with regard to:

- Serious On-field / Off-field incidents
- Sports Partnerships / Sponsorships
- Sport Policies and Procedures (Glendowie College / College Sport)

Please note that the college is the place of first contact regarding issues with sport.