



SACRED HEART GIRLS' COLLEGE

Sport Coaches and Managers Handbook 2018

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INTRODUCTION

Firstly, we would like to take this opportunity to thank you for giving up your time and making a commitment to a Sacred Heart sports team this year. We realise what a big commitment it is, and we really value the contribution you make. With over 100 teams in various competitions, we rely on the goodwill of staff and parents to coach and manage teams.

Please do not hesitate to contact the Teacher in Charge of your sport or myself, if there is anything we can do for you throughout the season.

This handbook is aimed to be a guideline for all coaches and managers involved with Sacred Heart Girls' College sports teams. It has been put together to help coaches and managers understand school procedures and to provide consistent practices for all teams and individuals.

Please do not be alarmed if we ask you to complete a **Police Vetting Form**. It is a requirement from our Board of Trustees Policy to vet all volunteers who have 'regular, unsupervised and/or overnight contact with students'. These do only need to be completed every three years.

As changes occur from year to year, it is important that coaches refer to this handbook regularly. There may be situations that arise throughout the season that is not covered by the guidelines provided, and in this case it is recommended that the coach contact the Teacher in Charge of their sport or the Sports Co-ordinator to discuss the issue.

Not all guidelines are relevant to all teams so please use your common sense and discretion when applying these guidelines.

We really like knowing what is going on in the wider sporting community. If someone in your team or you know of someone who has performed well, please let us know so that we can share in this success with everyone. This information is often seen on our facebook page : "SHGC Manawa", our school website and in the newsletters.

If you have any comments or suggestions please feel free to contact me.

Melissa Seddon
Director of Sport

Office number: 7585023 ext 109
Mobile number: 021 438009
Email: mse@shgcnp.school.nz

SPORT MISSION STATEMENT

To guide and develop students to their potential in their sporting endeavours, to enhance their ability level and develop and promote an innovative sporting culture and pride unique to Sacred Heart and its community whilst embracing gospel values.

Sacred Heart Girls' College aims to:

- provide a variety of activities that enable and encourage student participation in the sporting life of the school
- maintain high standards of behaviour on and off the field, uniform and discipline that are expected across all areas of the school
- provide, where possible, a range of social and competitive teams
- provide coaches and managers that will assist in our girls gaining sporting excellence
- incorporate and abide by the National Fair Play Charter for Sport

Students who represent Sacred Heart Girls' College on the sports field are expected to:

- play to win but play within the rules
- play and represent the school with pride at all times
- respect the decisions of the match officials
- support their team mates
- wear the correct sports uniform at all times and wear it with pride
- attend and be punctual to all practices and meetings
- attend all classes during the school day
- not get involved in any situations that negatively affects the reputation of the school

Should you wish to see a COPY of our Sport Guidelines, please do not hesitate to contact us.

CONTACT DETAILS

School Address	9 Pukaka Street New Plymouth 4341
Postal Address	PO Box 3241 New Plymouth 4341
School numbers	Ph (06) 7585023 (027) 832 9612 Sport Mobile Fax (06) 7580126
Social Media	School Website www.shgcnp.school.nz Facebook Page Shgc Manawa

Director of Sport

Melissa Seddon mse@shgcnp.school.nz

Sports Co-ordinator

Nicola Watson nwa@shgcnp.school.nz

Head of Faculty

Narelle O'Byrne noy@shgcnp.school.nz

SPORT	Teacher	Email address
Basketball	Melissa Seddon	mse@shgcnp.school.nz
Canoe Polo	Amanda Brown	abr@shgcnp.school.nz
Cricket	Years 9 – 13 Years 7 – 8	TBC rho@shgcnp.school.nz
Football	Melissa Seddon	mse@shgcnp.school.nz
Hockey	Melissa Seddon	mse@shgcnp.school.nz
Netball	TBC	
Rugby	Nicola Watson	nwa@shgcnp.school.nz
Volleyball	Melissa Seddon	mse@shgcnp.school.nz

STRUCTURE OF SPORT AT SHGC

The structure of sport at Sacred Heart Girls' College is organised in the following way:

Senior Management	The Senior Management team has overall authority for all sporting events and trips, they report to the Board of Trustees. EOTC forms need to be handed in to Mr Andrew Murray – Deputy Principal.
Director of Sport	Mrs Melissa Seddon is responsible for all sports, overseeing budgets, works closely with the Sports Co-ordinator.
Sports Co-ordinator	Miss Nicola Watson works closely with the Head of Sport ensuring smooth running of the Sports Department, organises teams for the Taranaki Secondary School Sports events (TSSSA).
Teacher in Charge	Overall organisation of their sport including trials and teams, reports to the Director of Sport.
Coach/Manager	Responsibilities outlined in this handbook, reports to the Teacher in Charge of their sport.
Player	Reports to the coaches and managers of their team.

UNIFORM AND FUNDS ALLOCATION

At the beginning of each season, the Sports Department works out how much the fees for each sport are going to be. The association costs for each team are divided up according to the average number of students that are in the team. Some teams are involved with more than one competition therefore their association fees are dearer. Hockey also has to pay for practice time on the turf. Senior A / 1st teams who travel to regional / national events pay more initially due to these factors.

Each team member also has the following added into their fees:

Transport	The actual amount is dependent upon how often the teams use the school vehicles, and if they need it at all. Some teams do not have this charge.
Uniform Maintenance	Senior A and 1 st X1 team members have \$15.00 added, all other team members have \$5.00 added.
First Aid	\$3.00
Coaches	\$5.00
Prize Giving	\$5.00
Tournament Deposit	Senior A and 1 st teams have this added into their fees as we need to pay deposits for accommodation and entry fees for various tournaments very early in the season.

It is important to note here that no teams receive any money from the school wide funds. All money generated through sport fees are kept in sport. The sports that have more people involved therefore have more money to purchase new equipment and uniforms.

At the end of each season the department normally applies for community funding to purchase more uniforms for the following year.

ALL FEES MUST BE PAID IN ADVANCE OF THE SPORTS SEASON AS WE CAN NOT PAY OUR ASSOCIATION COSTS OR ACCOMODATION DEPOSITS UNLESS THE STUDENTS HAVE PAID

SUMMER/WINTER CODES

Our strategic sports plan is to ensure more students access quality sport and recreation opportunities, by providing a wide range of sporting activities. Summer and winter sport participation ensures consistent, active participation and we encourage this, therefore it is important that coaches accommodate this at all times.

The sports focus (in line with the New Zealand Secondary School Sports Council) is that in Terms 1 and 4 will be summer sports codes, and in Terms 2 and 3 winter sports codes.

Priority bookings for the Events Centre will be given on this basis:

Terms 1 and 4 Summer sports codes

Terms 2 and 3 Winter sports codes

If pre-season trials and practices are held outside the allocated term, then coaches **MUST** make allowances for players who have commitments to their summer sport codes. Practices and games in that summer sport code **MUST** take precedence over winter trials, practices and pre-season games.

Students involved in both summer and winter sports codes are not to be disadvantaged at any time because of their involvement in other codes.

JOB DESCRIPTIONS

Teachers in Charge of Sport (TIC)

- Co-ordinate trials for all teams and inform students of date/time
- Organise suitable coaches/managers for each team
- Enter all teams into KAMAR
- Be responsible for ensuring all teams have the equipment they need and request equipment needed from Director of Sport
- Have coaching resources available for team coaches if requested
- Complete required registration forms for competitions the teams are entered in
- Oversee all teams and deal with any discipline issues which may arise in conjunction with the Sports Department
- Receive and display weekly draws on the Sports Noticeboard
- Regular meetings with the Director of Sport
- Meet with players who are not turning up to trainings or games
- Organise budget, accommodation and travel for teams going to Winter Tournament or other tournaments in conjunction with the Sports Co-ordinator and the Team Manager
- Co-ordinate any fundraising which is first approved by the Sports Department
- Ensure students have filled in a Planned Absence Form when away from school
- Ensure appropriate EOTC forms are completed where necessary
- Responsible for overseeing communication in and outside of the school

Coaches of Sports Teams

- Have sound knowledge of the sport
- Teach players to abide by the rules of sport
- Develop, and instil in the players positive attitudes of fair play and sportsmanship
- Set high standards and promote the need for punctuality, discipline and commitment
- Develop and encourage player motivation, fitness and skill level
- Train the team at least once a week and ensure full attendance at all practices
- Develop a good working relationship with the manager and teacher in charge of the sport
- Be responsible for looking after team equipment and returning this equipment at the end of the season
- Ensure that students are aware of playing times and venues each week and help organise transport, where necessary
- Ensure students are wearing their sports uniform correctly
- Ensure the team behaviour, on and off the field, is exemplary
- Ensure the safety of students when training/playing and to follow up any injuries of team members
- Be aware of any medical/health concerns of the team members
- Report any incidents / accidents / injuries on the appropriate form. Ensure a copy is given to Teacher in Charge

Managers of Sports Teams

- Develop a working relationship with the coach
- Notify any concerns to the Teacher in Charge
- Assist the coach with organisation of transport to games, if necessary
- Be aware of any medical/health concerns of the team members
- If the team is going away on a trip then ensure a meeting is held with the sports co-ordinator and teacher in charge to help co-ordinate budget, accommodation, travel etc.
- Be responsible for looking after team equipment and returning this equipment at the end of the season
- Ensure that students are aware of playing times and venues each week and help organise transport, where necessary
- Ensure students are wearing their sports uniform correctly
- Ensure the team behaviour, on and off the field, is exemplary
- Report any incidents / accidents / injuries on the appropriate form. Ensure a copy is given to Teacher in Charge
- Return any uniform or keys issued to them promptly at the end of the season

Players Responsibilities

- Attend and be on time to all practices and meetings
- Be available for the entire season
- Uphold the good reputation of the school both on and off the field
- Accept and adhere to all school rules
- Wear the correct sports uniform
- Wear safety gear (mouth guard, shin pads) if required by the sport
- When making appointments or other personal arrangements, you must endeavour to avoid practice times and game times
- Once you commit yourself to a team you must show loyalty to the team and make it a priority
- Fill in a Planned Absence Form when going to be away from school and hand into the office
- Return any uniform issued to them promptly at the end of the season. Uniform bonds may be jeopardised if the Sports Department has to follow up

CODE OF CONDUCT – PLAYER

1. **I will** attend all team practices. If I am unable to attend due to illness or other reasons, then I will notify my coach before the intended practice. Whenever possible, injured players can still attend practices to observe.
2. **I will** attend all competition games. If I am unable to attend I will ring my coach/manager at least 24 hours before the game time. Injured players, if possible, must be at games to support their team. Failure to attend competition games may result in the team incurring a fine, which **will not** be paid by the School but by individuals in the team. Repetitive defaults may result in the team being withdrawn from the competition.
3. **I will** attend all duty requirements. Failure to complete duty requirements may result in the team incurring a fine, which **will not** be paid by the School but by individuals in the team. Repetitive failures to complete duty requirements may result in the team being withdrawn from the competition.
4. **I will** show respect and support for the coach, manager, umpires, opposition and fellow team members at all times.
5. **I will** play within the rules of the game at all times adhere to the Fair Play Charter adopted by Sacred Heart Girls' College.
6. **I will** refrain from using language that is unacceptable.
7. **I will** wear the sports uniform in the correct manner at all times.
8. **I will** return my issued uniform on the specified date, clean and undamaged. If not, I am aware that I will forfeit my uniform bond for this year.
9. **I will** adhere to all normal school rules. In particular smoking, alcohol and drugs are strictly prohibited. Failure to participate in an appropriate manner within school could affect future participation in your sports team or trips away.
10. **If I withdraw** voluntary from my sports team during the playing season I cannot join any other school team of my own choosing.

I understand that if I fail to comply with the above Code of Conduct then I may be withdrawn from the team after consultation with my coach, parents and the Sports Co-ordinator.

When parents sign their daughter's registration form they agree to ensure their daughter meets the requirements and rules set out by the Sacred Heart Girl's College Student Code of conduct.

CODE OF CONDUCT - COACH

I will endeavour to

- attend all team practices. If I am unable to attend due to illness or other reasons, then I will arrange a replacement coach before the intended practice and notify the team of this change.
- cancel training, I will notify the students at least 2 hours before training so they can make alternate travel arrangements if needed.
- attend any coaching clinics made available to me through the school and keep up to date with my coaching knowledge.
- respect and support players, umpires and team officials, showing a positive attitude at all times.
- refrain from using language that is not acceptable at all times.
- encourage players to play within the rules of the game and adhere to the Fair Play Charter adopted by Sacred Heart Girls' College.
- ensure the players wear the correct sports uniform at all times.
- advise the teacher in charge of my sport of any problems I encounter with any of my team throughout the season. Any incidents / accidents / injuries will be reported on the Incident Form.
- ensure my team completes all duty requirements and pays any fines they incur.
- If I lose any of the equipment while in my possession I may be liable for replacement costs, including keys issued to me.

I understand that if I fail to comply with the above Code of Conduct then I may be withdrawn as Coach of the team after consultation with the Teacher in Charge, Director of Sport and Sports Co-ordinator.

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COACH CODE OF CONDUCT

Coaches name:

Signature:.....

Sport/Team name:

Date:

CODE OF CONDUCT - MANAGER

I will endeavour to

- attend all team practices if required by the coach.
- attend any relevant clinics made available to me through the school.
- respect and support players, umpires and team officials, showing a positive attitude at all times.
- refrain from using language that is not acceptable at all times.
- encourage players to play within the rules of the game and adhere to the Fair Play Charter adopted by Sacred Heart Girls' College.
- ensure the players wear the correct sports uniform at all times.
- advise the teacher in charge of my sport of any problems I encounter with any of my team throughout the season. Any incidents / accidents / injuries will be reported on the Incident Form.
- ensure my team completes all duty requirements and pays any fines they incur.

I understand that if I fail to comply with the above Code of Conduct then I may be withdrawn as Manager of the team after consultation with the Teacher in Charge, Director of Sport and Sports Co-ordinator.

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MANAGER CODE OF CONDUCT

Managers name: Signature:

Sport/Team name: Date:

SPORTS PRACTICE

1. The Sports Department should know when all practices take place on the school grounds. Also, TIC should be informed when a sports practice goes off site.
2. An adult or student coach must be at all practices. They are not to leave the practice until all students have left or been picked up. For social teams, there needs to be a designated person responsible for the team.
3. The team's first aid kit should be taken to all practices. One can also be found at the main school office.
4. If a student is injured, the coach or manager is to stay within visual sight of the rest of the team and deal immediately with the injury. Send another team member for help. If serious, contact Parent / Caregiver immediately.
5. Each team will be provided with a list of medical conditions through the school's KAMAR system. The Coach or Manager should keep this and is to remain confidential.
6. If a coach is to cancel practice, caregiver's will be informed and players will be given reasonable notice to re-organise themselves.
7. A telephone is available at the Main Office or Hostel.

KEYS

Coaches that require the use of the Events Centre or the facilities on the bottom field will be issued a key at the beginning of the season. It is that coach's responsibility to return that key at the end of the season. If at any time during the season the key is lost, the Sports Department needs to be notified immediately and the appropriate action will be taken.

Please do not give your key to anyone in your team to use at any one time.

OUT OF SCHOOL TRIPS

Throughout the year many teams will attend different tournaments and competitions both in Taranaki and throughout New Zealand. It is essential correct school procedures are followed for attendance at these events and normal school rules must be adhered to at all times. This includes the No Alcohol rule.

If you are going to be taking girls out of school time, then permission **MUST** be sought from the Senior Management at least one month in advance. You must liaise with the Teacher in Charge of your sport about filling in the appropriate forms in these situations. The forms that need to be completed are EOTC and Risk Management Forms.

Before attending tournaments or competitions the **FULL COST** of participation must be paid to the School Office **PRIOR** to departure. It is at the discretion of the School Bursar to allow students to pay in instalments.

When teams are away at tournaments/competitions **ALL** receipts are to be retained and handed into the Bursar along with a summary of expenses soon after the team returns. Receipts are even required for small expenses such as laundry.

SPORTS EXCHANGES

We no longer have an annual exchange with St Peters College in Palmerston North but are on the lookout for another school to compete against. Watch this space.

In 2017, we participated in many events with Highlands Intermediate School for our Year 7 and 8 students. We are hoping these will continue and be annual events.

Should students not play for a school team in chosen codes, it is highly unlikely they will play for the school in an exchange except for in exceptional circumstances. These players will need to be approved by the Sports Director and Sports Co-ordinator.

SCHOOL VEHICLES

There are two vehicles available for sports teams; a van which seats 12 and a car which seats 8. Keys for both these vehicles are kept in the main office. Bookings for these vehicles can be done either by contacting the Teacher in Charge and have them book the vehicle you wish to use or by contacting the front office and have them make a booking for you. You must have signed the Drivers' Declaration Form to be able to drive these vehicles.

These vehicles have a high number of teams/people wanting to use them so please don't rely on these to be available for your team all the time.

When returning the vehicles, if possible, please do not return them empty and the keys must be returned to the main school office as soon as possible upon completion of the event.

Each vehicle has a fuel card in the glove box which can only be used for that specific vehicle. You MUST fill in the notebook (your name, date and cost) for any fuel purchase and put the receipt in the bag with the notebook and fuel card. You will need to know the odometer reading when using the fuel card and the pin which is 6703.

Each sport will be charged 25c per km for using the van, so please ensure you are covering your costs.

***PLEASE ENSURE THE LOG BOOK IS FILLED IN CORRECTLY
EACH TRIP YOU MAKE IN THE SCHOOL VAN and IT IS LEFT
CLEAN!***

TOURNAMENTS

Winter tournament is held approximately half way through Term 3 . The teams that attend Winter Tournament are:

Senior A Netball

Senior A Basketball

Junior A Basketball

1st XI Football

1st XI Hockey

These teams travel to different locations around the North Island to compete against other schools. The organisation of these trips will occur between the Sports Co-ordinator / Coach / Manager / Teacher in Charge.

AIMS Games for Year 7 and 8 students takes place after the week after Winter Tournament Week. Teams/individuals that participate could include but is not limited to:

Intermediate A Basketball

8 A Netball

Intermediate Football

Intermediate Football

Swimming

Cross Country

Summer Tournament takes place during the middle of Term 1. Teams/individuals that could participate could include but is not limited to:

Canoe Polo

Waka Ama

Volleyball

Rowing

Futsal

All tournament participants must play their chosen sport for the school. Should additional players be needed, these positions will be filled by other players who the coach has seen play. It is advised that open training sessions be held to find these additional students.

SPORTS PHOTOS

Sports Photos are taken towards the end of Term 3. A timetable of when your team's photo is to be taken is sent out to Coaches/Managers closer to the time and we hope you can attend.

All players need to be in the correct playing uniform for the photo and the girls uniform/s **MUST** be handed in to the Sports Department after the team photo has been taken. Failure to hand in uniforms by the end of Term 3 may result in another Uniform Bond having to be paid.

SPORTS TEAMS FUNDRIASING

Individual teams are responsible for co-ordinating their own fundraising activities. However, these **must first** be approved by the Sport Department where the appropriate form will be filled in. Any application for funding will also be completed by the Sports Co-ordinator.

Any funds raised by sports teams to attend an event legally become the property of Sacred Heart Girls' College. This is a Ministry of Education Directive and not a Sacred Heart decision.

In the unfortunate event that the team does not attend the event then we cannot reimburse funds raised. These funds will then be used in a sporting context within the school and do not just disappear!

Any sponsorship, contracts or naming rights are to be **approved by the Sports Department**.

Funding applications will be made by the Sports Co-ordinator only on behalf of Tournament Teams to the appropriate organisations.

SPORTS PRIZEGIVING

Each year at our annual prize giving awards are given out for each team that represents the school in any sport.

Coaches / Managers need to nominate two players from their team who deserve to be recognised in the following categories :

Most improved player

Most Valuable Player

Towards the end of the season, a nomination form will be given to all Coaches / Managers to fill out and return to the Sports Department. This form will also be available on the school website. Nominations may be emailed or texted.

Teachers in charge of each sport may also nominate Year 12 or 13 students for a Blues award – Sporting or Service.

Rose ceremonies are held at full school assemblies to acknowledge student excellence in national 'sporting' achievements

INCIDENT FORM

Please find following a form which must be filled in after an incident occurs with a team under your guidance. It must be logged with your TIC as soon as possible after the event. It will then be filed in the Sports Department and referred to if necessary.

Examples of such incidents include : hockey ball to the head, scuffles with other players or coaches, concussion, ambulance being called or hospitalization.



Sacred Heart Girls' College

Sports Department Incident Form 2018

Date today		Date of incident	
Your name		Signature	
Your position here at school			
Coach		Manager	
Team			
Persons/s involved			

Please give specific details about the incident :

Action taken :

Is further action necessary ? If yes, what?

Copy given to TIC / Sports Department

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