



Tauranga Girls' College

Sports Manual

Policies, procedures and templates





Tauranga Girls' College Sport Policy

Rationale

The Board of Trustees, in accordance with Charter Goals, provides for sport in the curriculum to ensure equity of sporting opportunity.

Guidelines:

- 1 All students have the opportunity and are encouraged to participate in physical competition and recreation.
- 2 Staff, students, organisations and volunteers are encouraged to offer a competitive or recreational physical activity for our students.
- 3 Participation, achievement and excellence are recognised and recorded.
- 4 Students are encouraged to represent their college.
- 5 Effective management and positive promotion of Tauranga Girls' College sport are facilitated.

Outcomes:

- The Principal will report annually:
 - ✓ Number of students, staff, organisations and volunteers who participate
 - ✓ the breadth of physical activities made available to students
 - ✓ coaching and umpire training undertaken
 - ✓ sport leadership undertaken by students
 - ✓ strategies to provide equity of opportunity
 - ✓ student needs and expectations identified through consultation.
- Achievements of Tauranga Girls' College sport are reported and congratulated as they occur, annual award ceremony is documented, student participation is recorded on ROA, and staff participation is recorded on staff appraisal record. Board of Trustees acknowledges excellence.
- Students participate for Tauranga Girls' College except where the school cannot offer a sport at the level required by the student.
- All sports uniforms for the season are approved and are worn as approved.

- Students, parents, staff and volunteers apply the school's Code of Conduct and the Hillary Commission's Fair Play Charter.
- Parents receive comprehensive and timely information including early warning of cost and the College's expectations in participation.
- Health and safety requirements are complied with.
- Financial management is within budget, sources of income and staffing resources are identified.
- Asset maintenance and purchases are recorded.
- Tauranga Girls' College is a SPORTSMARK College.

Other Related Policies

- 1 Education Outside the Classroom
- 2 Cost Centre Management
- 3 Health and Safety
- 4 Asset Management
- 5 Fundraising
- 6 Equity
- 7 Discipline

Sport Policy Implementation Procedures

1. Responsibility for implementation is delegated to the Director of Sport who is accountable to the Principal for the achievement and reporting of policy outcomes.
2. A Sports Manual will be issued to all coaches and managers, and will address at least the following:
 - Sports policy and general information
 - Responsibilities and accountability
 - Communication with College and parents
 - Managing
 - Coaching
 - Hillary Commission Fair play charter
 - Tauranga Girls' College Codes of Conduct
 - Managing inappropriate or unacceptable behaviour
 - Uniforms and equipment
 - Money collection and financial management
 - Record keeping
 - Selection for and release from Tauranga Girls' College teams
 - Home games and hosting the visiting team
 - Away games, travel arrangements and being the visiting team
 - Health and safety
 - Reporting and recording results
 - Awards
3. The Principal is informed at the earliest opportunity of achievements in sport and of any issues needing resolution.
4. An innovative and proactive approach to the provision of physical activity for students is anticipated.

Policies and Procedures

Participation

It is Tauranga Girls' College policy that all students in a team be given as much playing time as possible. If students are not encouraged to participate they tend to drop out of the sport. We also realise that other factors such as failure to attend practice, lateness to the game, instances of poor sportsmanship by a player in a previous game, may all influence participation of certain students in particular games. At the elite level it is still encouraged that all players are given the opportunity to apply their skills within a competitive setting there is no guarantee of participation in all games during competition. The team makeup is entirely up to the coach/selectors. This particularly applies to qualifying games for national finals and to nationals competitions.

Behaviour

Under Tauranga Girls' College Code of Conduct the following are important principles for all team members to adhere to:

- Treat others with respect, show respect to fellow team members, opposition, staff and visitors.
- To avoid all contact with cigarettes, drugs and alcohol.
- Always act in a manner which brings credit to yourself and to Tauranga Girls' College.
- Wear the correct travelling school uniform on off-site sports trips.

Supervision

No teams should be formed at Tauranga Girls' College until they have both a coach and manager who will take responsibility for the students. At all times students should be supervised by someone responsible, i.e. the coach, the manager, the parent helper. Under no circumstances should any team be allowed to travel away without supervision. Where an overnight stay is involved, at least one female adult must stay with the team.

Transport

This concerns all teams that travel away from school to play matches.

Student Drivers – At school we have a policy that requires students who are providing transport to have written consent from their parents to transport other students. Secondly, that students who are travelling with a student driver must have permission from their parents to travel with a student driver who has a full licence. Students should drive in convey formation with coach's car/van in front. The coach/manager must sight the licence, to ensure that the driver has a full licence, prior to the trip commencing.

Equipment

All teams should have sufficient equipment for practice sessions to be worthwhile in up skilling team players.

If you feel that the team is lacking equipment/uniforms need for practices and/or games, please contact the person in charge of your sports code to request these items be provided or purchased.

Fees

- A. Each sport is expected to be self-funding.
- B. "NO PAY NO PLAY".

Procedures

1. Prior to the start of a season the person in charge of each code should put out a letter to intending players detailing fees to be charged and the due date of collection. Fees per player must be based on budget document, i.e. anticipated expenditure less student fees.

GST Implications

Tauranga Girls' College is GST registered. When money is paid into a school account 15% is deducted, e.g. if a sport charges fees of \$115 then \$100 is deposited into the sports budget (not \$115).

When a sport has to pay affiliation fees to a local or national sports organisation then the GST component is deducted if that organisation is also registered for GST but is not deducted if that body is not registered for GST, e.g. if the affiliation fees is \$57.50/player then only \$50 will be deducted if the organisation is GST registered. If it is not GST registered then your code is charged the full \$57.50.

This can have implications for a sport and can result in serious budget shortfalls. If you are unsure of whether an organisation is GST registered or not you need to make enquiries prior to setting fees.

Note: Tauranga Volleyball Association is presently not GST registered.

2. All sports codes require 50% of fees to be paid before a student can trial or be placed in a team and the rest of the fees must be paid before the students can be registered and/or play a game.
3. ***The initial trialling fee this is non-refundable once the student is placed in a team. If the school cannot provide a place in a team for a student or they become injured prior to the commencement of the season the deposit can be refunded.***
4. ***Where a student is unable to pay the fees prior to the season beginning, they must contact the person in charge of the code and make provision to pay over a period of weeks and final payment to be made by the end of the 1st term of the competition.***
5. ***No student may play another sport for the College whilst owing fees to any other College code, unless arrangements as per point 2 are in place.***
6. ***No student should finish a season in debt. The Director of Sports should be informed of any difficulties regarding fee collection four weeks before the season ends.***
7. ***Students must have paid all fees associated with a tournament before departing for this competition.***
8. Registration forms and fees should be returned by students in envelopes to the money slot in the Student Office. The Finance Officer will process all money and enter the payments on to student's accounts on Kmar.
9. The person in charge of each sports code can access kmar to print a fees summary at any time. If there are any queries regarding payment of fees by individual students the Finance Officer (Wilna Human) should be contacted.

Uniforms

- 1 All team uniforms are expected to be stored in the Sports Office.

- 2 All uniforms are distributed from the Sports Office by the Sports Department Staff who will record uniform numbers and ask students to sign for their uniform.
- 3 ***No student will receive a uniform unless their fees are paid in full or an arrangement has been made as per point 4 under Procedures.***
- 4 Students are liable for any costs associated with the loss or damage to their uniform.

Winter and Summer Sports

During term 1 and term 4 Summer Sport codes are played and during terms 2 and term 3 Winter Sport codes are played.

Rationale:

To protect students from overload injuries and to allow them to focus on the Sports Code they are competing in at the time, during terms 1 and 4 Summer Sports Codes take priority and during terms 2 and 3 Winter Code take priority. The follow guidelines are to be followed to help protect the students' performance and keep it fair across all Sporting Codes:

1. ***Trials for a Sporting Code may not take place until after the final competition has been played in the prior Season. This may be extremely hard in some cases (e.g. when term 1 is a short term and summer sports tournament week occurs in the last week/s of the term and winter sports competitions start week 1 of term 2) and options can be discussed with the Director of Sport and the TIC's of the Sports Codes involved.***
2. ***Preseason trainings and games are not to interfere or clash with the Sports Codes that are being played at the time. If the coach of a team in which the student is still in competition asks that a student does not take part in preseason trainings or a game this must not disadvantage the student in gaining selection into the team that the preseason trainings are for.***
3. ***Any practices and games that are planned out of season must be run passed the Director of Sport. This is to make sure that the students are protected from getting injuries that may impact on a Sporting Code that they are in season with and may be trying to peak for a particular competition (e.g. Preseason Rugby 7's practice close to Winter Sports tournament week that may impact on the students freshening or put them in danger of gaining injuries).***
4. ***The Sports Code that is in season takes priority in Facility bookings (e.g. only when there is free space over winter will Volleyball be able to book the Sports Hall and vice versa for Basketball in the summer).***

Communication to News Media

- 1 The Board Chairman and Principal are the only ones empowered to release statements to the news media using the name of the College. These two work in clearly defined areas.
- 2 Any coach/manager of a sports team releasing opinions or other material to the news media must do so without any reference to the College and using their own home address, not that of the College.
- 3 Should the name of the College or reference to the College be required in any article, then the prior permission of the Principal must be obtained.

Since 1998 the Bay of Plenty Times Thursday edition has included a College Sports Roundup Section. A senior student is responsible for writing the article.

If you wish to have information included in this article, you must get the required information to the Director of Sports by Monday lunchtime at the latest, otherwise it will not be included until the following week's article. The Sports Office phone number is (07) 578-8114, ext. 748. Information can also be sent to lpenniket@tgc.school.nz.

Coaches/managers liaison with Teacher in Charge of Sports Codes

Most sports have a teacher who is in charge of that sports code. Generally it is their responsibility to ensure that things are taken care of.

They can assist you by:

- Communicating messages to teams through daily notices or assemblies.
- Organising gear, practice venues, students.
- Acting as a link between you, students and school.
- Assisting with discipline if needed.
- Helping with coaching.

Where the person in charge of a code is not a staff member, then the Director of Sports can be contacted directly to assist you with any of these tasks.

Communications

Hopefully the lines of communication between all members concerned with sport are open. We promote sport in the school and will be regularly publishing important results in the school newsletters.

Please pass important information (including photographs) to the Director of Sports (Mrs Kaye Barnett kbarnett@tgc.school.nz ph. 578-8114, ext. 748), for publication.

Communication concerns everyone, school, Board of Trustees, all staff, convenors of sports, sports department, parents, students, sports associations and Sports BOP.

Important – If you are having difficulties and wish to formally write a letter to the team or parents, please allow the Principal and Director of Sports to read it first. A copy will be needed for the file. It can then go out on letterhead with the schools backing, giving you support where needed.

All coaches and managers of teams and parent committee members need to email the Sports Department lpenniket@tgc.school.nz prior to the season commencing with their email addresses so we can both communicate efficiently during the season.

Practices

For regular or one-off bookings of sports facilities for lunchtime or after school hours up to 5.30pm on weekdays, please contact the Sports Office. For bookings outside these hours, please contact the Property Manager, Robin Carr, on 578-8114 ext. 779 or 027-244-2067. On occasions there may be a charge for use on these facilities on week nights or weekends. Summer sports codes have priority in booking facilities in Term 1 and Term 4, whilst Winter sports codes have priority in Terms 2 and 3.

If for some reason the coach is unavailable for a designated practice time, it is important that a message be given to the teacher in charge of that sport or the Director of Sport, Kaye Barnett. Preferably the day before, or at the latest 10.00am on the day of the practice, so students can be informed of the change in arrangements. It is particularly important that bus students have adequate notice of these changes.

Recognition of Student Achievement Policy

Rationale

The profile of sport should be heightened through many medium: House assemblies, TGC website, College Sports Round-up section in BOP Times, school newsletter, sports celebration assembly and awards at the special assembly, recognising involvement and excellence of achievement.

Procedures

1. Where individuals or teams represent the College in a regional or a national competition they will, within a week of returning, a written report on the performance/trip be forwarded to the Director of Sport by the coach/manager or team captain. The Director of Sports will ensure that student achievement is acknowledged through the school newsletter, TGC website, school assemblies and passed on the BOP Times (where appropriate).
2. The Director of Sport also files these reports and photographs for inclusion in the College magazine at the end of the year.

3. A brief report on any notable achievements should be given to the Principal for inclusion in school newsletters.

4. Sports Awards Ceremony:

The Director of Sport will give to each person in charge of a code the criteria for:

- (a) Fair Play Awards.
- (b) Colours Awards.
- (c) Trophies & Cups
- (d) National Champion & New Zealand representative badges

Relevant coaches/managers may be contacted by these people for information on their team members. Summer codes will receive this at the end of term 1 and winter codes in the middle of term 3.

- 4.1 The list of award recipients to be returned to the Director of Sport within one week of returning from Winter Tournament week. The awards are presented at the Sports Awards Assembly in October.
- 4.2 The Director of Sport will give all TIC's a copy of their codes information sheet for the Sports Awards for final checking on the Monday of the second to last week of term 3 and must be returned by the Monday of the last week of term 3.
- 4.3 The criteria for various awards can be re-assessed every two years by a committee comprising of the Principal, Deputy Principal and Director of Sport.
- 4.4 For the elite teams and individuals in each sporting code we require a large selection of photos, either on CD's or emailed to the Sports Department which can be used in the PowerPoint display during the annual Sports Awards Ceremony. These can be emailed to Linda at lpenniket@tgc.school.nz or Kaye Barnett at kbarnett@tgc.school.nz

5. Sport Celebration Assembly

This is to be held during the last week of term 3. This celebration is to recognised sporting achievements that did not meet the criteria to be included in the sports awards ceremony. It may include but is not limited to:

- Regional, North Island or National tournament results for junior teams.
- Local competition trophies – competitive and social.
- School based trophies eg Swimming, Athletics and Tennis
- Junior representative selections
- TGC student* achievement in non-school events. *These students must represent TGC in the sporting code to be able to be recognised unless we were unable to provide a team for the student to play in.

5.1 The teacher in Charge of each code must keep a record of such achievements during the season.

6. TIC's must provide a report to the Director of Sport with a run-down of the achievements of all teams and any individual achievements.

6.1 The Director of Sport will provide a template to help keep a record. This information will be used in both the sporting celebrations assembly and the sport awards ceremony.

6.2 This report will go up on the TGC website.

7. Any other photos of any TGC teams in action can also be emailed to the Sports Office from where they can go onto the TGC website which we would like to consistently update.

Fair Play

Tauranga Girls' College adheres to the Fair Play Charter of New Zealand. All codes and teams are expected to follow the guidelines set out below.

Fair Play Charter of New Zealand

Te Tutohinga Kapa Tokere O Aotearoa

Our aim 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 to play by those rules on all occasions.
- To accept and respect the role of officials 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 or loss with equal dignity.
- To play hard and play fair.

Off Site Sporting Events

Policy

That inter-school competition will be supported.

Procedures

- 1 The trips should be organised so as to cause as little disruption as possible to that student's school work. The Deputy Principal to be notified where possible of the field trip before the Term Diary is drawn up.
- 2 **The staff member in charge of the Sport** must complete the Education Outside The Classroom (EOTC) electronic process (copy over page) found in T. Drive in the EOTC Folder several weeks in advance of the proposed date.
- 3 All trips need the Principal's approval and any sports newsletter on school letterhead must have the Principal's signature at the bottom. The Principal will only sign the letter if:
 - (a) It has attached a completed EOTC form, along with the budget; and RAMs form.
 - (b) The Deputy Principal has already received a similar EOTC form and approved the trip.

The Director of Sport must approve the trip budget before newsletters go out to parents and students.

- 4 A list of students and their tutor group is to be provided to the Director of Sport and Deputy Principal, and duplicates placed on the staff noticeboard before the trip occurs.
- 5
 - (a) The person in charge of the trip must ensure that each student involved is given a newsletter detailing the travel arrangements, accommodation (if overnight), costs, and dress standards. A consent form signed by a parent/guardian must be returned, along with the fees, prior to the trip taking place. (The consent form should ensure that staff are made aware of any medical problems a student may suffer from, and daytime and evening contact phone numbers of parents in case of emergency).
 - (b) Where applicable you should ensure that you complete the Overnight Sports Trip – Student Information Sheet. These forms are available either from the Sports Department or the person in charge of your code. Give a copy to the Sports Department and keep the original with you on the trip in case of emergency.
 - (c) The fee to students must be based on a budget of anticipated expenditure and needs to include a miscellaneous section to cover unforeseen contingencies. Money can be refunded to students at the end of the trip if there is a surplus.
- 6 The staff member in charge of each code is responsible for costing the trip and the collection of money. They must be kept fully informed of all relevant details concerning the trip.
- 7 Staff travel and accommodation expenses are to be covered by the students on the trip. The Field Trip allowance of \$25 per night needs to be built into the trip costs if the teacher is going to claim it.
- 8 Whilst on the trip, staff/parents involved are to be very circumspect in any decision to consume alcohol.

- 9 The Director of Sport must be provided with an accurate list of student names, addresses, two contact phone numbers, and the tour itinerary. List of students involved should be given to the Deputy Principal and the office. This is absolutely vital in the event of any unforeseen circumstances arising on the trip.
- 10 Normal school rules apply in terms of student behaviour.
- 11 In case of emergency, the Principal or her Proxy is to be notified immediately. Leonie Summerville, ph. 578-0041 (home). During the school day the school office phone number is (07) 578-8114.
- 12 Any student who has sports fees owing to the College is not eligible to participate in an inter-school sports exchange or sports tournament. (Notwithstanding any arrangement made for regular payment per earlier policy).
- 13 Students who turn up on the day inappropriately prepared will not participate in the trip (see overleaf).
- 14 If you have any student driving a car for a school event, you must:
- (a) Sight the student's driving licence to ensure that she is eligible to carry passengers.
 - (b) Ensure that parents of the students who she takes have signed a consent form agreeing to their daughter travelling with the student, and you have that consent form in your possession.
 - (c) Cars should ideally be travelling in convoy formation where students are driving cars.
- 15 Any teams involved in overnight stays must have adult female supervisors present (approximately one to seven ratio).
- 16 Tauranga Girls' College has 2 mini vans available for use on school trips. Bookings are made through the Sports Office. Keys need to be collected and returned to the Sports Office immediately after the trip. After hours the keys need to be put in the drop box outside maintained office.
- At the beginning of the trip, note the mileage in the van log book and note it again at the end of the trip. When purchasing diesel on the trip, keep receipts and you will be reimbursed on your return to school.
- The van is to be left in a clean and tidy state. The cost of using the van is 70 cents/km, inclusive of diesel.
- Drivers must be over 25 years old with a full licence. Drivers need to give a copy of their licence to the Sports Department staff prior to taking the van for the first time and complete a brief form ' _____ '. The maximum number of passengers is 12, including the driver, for both vans.
- 17 On longer trips there should be a reserve adult driver available in case of illness, mishap or tiredness.
- 18 Where it is necessary to rent a minivan from a Commercial Company then **excess reduction insurance must be taken out.**
Do not hire a van from any Company that is not able to provide this extra insurance.
When budgeting for the trip sufficient money must be collected to cover the insurance excess, in the event of the vehicle being vandalised or damaged.
- 19 The sports budget for staff relief is very limited. The cost of a relief teacher is \$300 per day/ \$60per period. This expense needs to be included in the trip budget unless prior permission is received from the Director of Sport.

EOTC Process

The EOTC Process must be completed prior to the commencement of a Sports Weekly Competition or any activity that take them out of the school grounds. This includes Local, Regional, North Island or National Tournaments.

To complete this process go into Department T. Drive then into the EOTC Folder and click on ETOC START HERE GREEN FORM.

Step 1: EOTC Preliminary Application

- Fill in the form below
- If HOD or Director of Sport's approval is required send it to your HOD or kbarnett@tgc.school.nz
- They will forward it on after checking
- If HOD approval is not required send to Glenda Rowlands growlands@tgc.school.nz

EOTC Preliminary Application				
Trip Destination				
Purpose				
Department				
No Pupils				
Class Level				
Teacher in Charge				
Support Teacher				
Other Adult Support				
Method of Travel				
Cost per Student (approx.)				
Departure	Time		Date	
Return	Time		Date	

If your date is approved you will be emailed the new purple RAMS form including budget, accommodation, RAMS and your permission letter. The email will look something like this:

Hello Kaye

The dates have been approved on the preliminary EOTC form for the U15 Rugby 7's. You can go ahead and complete the rest of the EOTC forms on this [link](#).

You will complete this and email it back. Then wait for your signed letter to arrive in your pigeon hole (see below for an example of this).

Step 2: EOTC Trip Summary

Remove this blank table, and copy and paste the completed one from your preliminary application email here.

EOTC Preliminary Application

Trip Destination				
Purpose				
Department				
No Pupils				
Class Level				
Teacher in Charge				
Support Teacher				
Other Adult Support				
Method of Travel				
Cost per Student (approx.)				
Departure	Time		Date	
Return	Time		Date	

Step 3: Accommodation, Travel and Budget Details

Accommodation Details (delete if not required)

Name	
website	
Phone	
Address	

Budget (delete if not required)

Income	No	Amount	Total
Expenditure			

Step 4: RAMS

Copy and paste your RAMS form into this document; check the EOTC folder for suitable examples

Tauranga Girls' College Risk Management System

** Use the Risk and Management System (RAMS) example on page 5 as a guide **

Analysis		Description		
Undesired Events Things that <i>could</i> go wrong		People	Equipment	Environment
Causal Factors Why things could go wrong				
Risk Management	How do you intend to prevent undesired events?	<u>Before the Trip:</u>		
		<u>On the Trip:</u>		
Strategies	Emergency			
<u>Emergency numbers/contacts for the area:</u> <div style="height: 40px; border: 1px solid black;"></div>				

Step 5: Student Letters

Write your student permission letter. Check the EOTC folder for suitable examples.

Step 6: Student list

Include student, parent contact.

Step 7: Email this completed form plus the permission letter to growlands@tgc.school.nz

(It will help if you can name the files like this

The diagram illustrates the components of the file naming convention 'BLL 11 Comvita 14 June' with arrows pointing from labels to the corresponding parts of the string:

- Teacher initials** points to 'BLL'.
- Year Group** points to '11'.
- Trip name** points to 'Comvita'.
- Date** points to '14 June'.

Add "letter" for the letter e.g." BLL 11 Comvita 14 June Letter.")

Step 2: EOTC Trip Summary – EXEMPLAR ONLY

Remove this blank table, and copy and paste the completed one from your preliminary application email here.				
EOTC Preliminary Application				
Trip Destination	Ashburton			
Purpose	The Chris Arthur Cup – 2 nd XI Hockey Tournament			
Department	Sport			
No Pupils	16			
Class Level	9 – 13			
Teacher in Charge	RTE			
Support Teacher	-			
Other Adult Support	Mark Pryde, Nicola Warne			
Method of Travel	Own/Flights/Mini bus			
Cost per Student (aprox)	\$920			
Departure	Time	7.00 am	Date	30 th August
Return	Time	5.00 pm	Date	5 th August

Step 3: Accommodation, Transport and Budget

Accommodation Details

Name	Mount Hutt Motels
website	www.mthuttmotels.com
Phone	03 3028382
Address	205 Main Street, Methven

Budget (delete if not required)

Income

Students	No.	Fee	
Contribution	16	\$915	
Fundraising			
Donation			
			\$14640

Expenditure

Item	Total Cost	Cost per Student
Flights	\$3744	\$234
Entry into comp/turf fees	\$960	\$60
Van Hire/ Petrol	\$1980	\$124
Meals/Sundry	\$2160	\$135
Accommodation	\$5400	\$338
Medical /miscellaneous	\$350	\$22
	\$14594	\$915

Tauranga Girls' College Risk Management System

* Use the Risk and Management System (RAMS) example on page 5 as a guide *

Staff: Jessica Ruthe
Trip: Chris Arthurs Hockey Tournament
Group: 2nd XI Hockey Team
Location: Hockey Turf – Ashburton

Code: Hockey
Date: 31/08/14 – 05/09/14
Number of students: 16
Transport: Flights/2 minivans

Analysis		Description		
Undesired Events Things that <i>could</i> go wrong		People	Equipment	Environment
		Students are involved in a car accident, get injured on the hockey field, get sick while away, or behave in an inappropriate manner.	Vans break down , Students do not have correct equipment, Equipment gets lost/stolen.	Weather conditions could be very poor for travelling or playing hockey. Earthquake could happen while away.
Causal Factors Why things could go wrong		Accidents and sporting injuries occur. Students misbehave and do not follow instructions. There is insufficient supervision, or inadequate planning. Criminal behaviour by others.	Vans are faulty. Students forget to bring correct gear. Equipment gets lost or stolen.	Poor weather could cause accidents to occur while travelling on the road or while playing on the hockey field.
Risk Management	How do you intend to prevent undesired events?	<u>Before the Trip:</u> Newsletter sent to parents, Consent forms returned from parents, Transport and accommodation booked First aid box checked and fully stocked.	Check all vans have WOF. Gear list given to students. Ensure that 1 st aid kit, water bottles , blankets, goalie gear and all bags are all placed into van before leaving.	Remind students to bring rain jacket, tracksuits, gloves and thermals to keep warm. Pack jackets and blankets.
		<u>On the Trip:</u> Only fully licensed parents to drive minivans, 3 drivers present for 2 vans. Students not allowed to leave turf on their own and are supervised at all times. Tournament organisers are responsible for safety of players. Have first aid box available at all times. Have mobile phone with all parents' numbers readily available.	Ring AA if vans break down. Have 1 st aid box and spare mouth guards & shin pads at turf. Purchase equipment if needed.	Have blankets & warm clothes at turf. Ensure there is some shelter at turf for students. Do not play if weather is too bad. Follow correct procedure in the event of an earthquake etc
Strategies	Emergency	Take student to A & E or ring for ambulance if required. Contact parents if required. Contact school if required. Contact police if required Ask parents to take student home if behaviour is inappropriate.	Students do not play if they do not have the correct safety equipment.	Stop driving or playing hockey if conditions get too bad. Stay in shelter until weather improves. Return home if unable to continue playing in tournament.
Emergency numbers/contacts for the area:				
Nicola Warne (Manager) 0273109434				

Step 5: Letter

28 May 2015

Dear Parents/Guardians

2nd XI Hockey Tournament - Ashburton

Your daughter is a member of the 2nd XI Hockey Team that is playing in the 2nd XI Hockey Tournament being held in Ashburton from the 31st of August to the 4th of September.

Travel Details:

The team has flights booked together for this trip. They are booked through Air New Zealand Group Bookings, which has made the cost of flights a lot cheaper for the students. They will need parents to help with transport to and from Auckland for these flights. The flights were booked from Auckland due to the cost being a lot less.

Flight Details - There:

Depart Auckland	Sunday	30 th August	10.10
Arrive Christchurch	Sunday	30 th August	11.30

Flight Details - Return:

Depart Christchurch:	Saturday	5 th September	1.35pm
Arrive Auckland	Saturday	5 th September	2.55pm

Once the team is in Christchurch they will be traveling from Christchurch to Ashburton in Minibuses.

Accommodation:

The girls will be staying at Mount Hutt Motels, 205 Main Street, Methven. The phone number there is 03 3028382 There was no accommodation left in Ashburton and the closest vacant accommodation was in Methven which is a 34 km drive to Ashburton.

Cost:

Item	Total Cost	Cost per Student
Flights	\$3744	\$234
Entry into comp/turf fees	\$960	\$60
Van Hire/ Petrol	\$1980	\$124
Meals/Sundry	\$2160	\$135
Accommodation	\$5400	\$338
Medical /miscellaneous	\$350	\$22
	\$14594	\$915

This fee will need to be paid in instalments as deposits and payments have already been made and we will require money in the account to continue to pay tournament costs.

First Payment: Due by Friday the 26th of June **\$300**

Second Payment: Due by the Friday the 24th of July **\$300**

Third Payment: Due by the Friday the 21st of August **\$315**

Mark Pyrde is the coach of the team with Leigh Perry and Nicola Wearne co-managing for the season. For Tournament week Mark and Nicola will be travelling with the team. Marks Contact number is 07 541 2796 and email is mark@aztechsigns.co.nz and Nicolas contact number is 027 310 9434 and email is nixwearne@gmail.com.

There are 2 extra places for parents to join the team if they would like to. They will have to pay for the cost of the flights, transport and accommodation. This would be \$550.00 per person. Please email jruthe@tgc.school.nz if you would like your name put on one of those.

The person to direct any queries to is Jessica Ruthe, the Teacher in Charge of Hockey at Tauranga Girls' College.

Yours sincerely

Pauline Cowens
Principal

Consent Form - RTE

- ☐ I give permission for my daughterTutor Group to attend the Chris Arthur Cup 2nd XI Tournament in Ashburton.
- ☐ I have paid the first instalment of \$300.
- ☐ I agree to pay the 2nd and 3rd instalments before the dates stated.
- ☐ I give permission for her to receive any required medical attention
- ☐ I understand that she is expected to be a responsible representative of Tauranga Girls' College at all times.

Medical/Allergy details:

.....

.....

Emergency contact: day

..... mobile

Email Address:

Signed: (parent/guardian) **Date:**/...../2015

Please return to the Fees Office with the initial payment made by: Friday 26th June

Travelling Uniform

Dress Code

Students who represent the College on inter-school fixtures are expected to conform to the following criteria:

Shoes	<ul style="list-style-type: none">● Black leather lace-up (no tan or neutral)
Stockings	<ul style="list-style-type: none">● Black stockings
Skirt	<ul style="list-style-type: none">● Regulation straight skirt
Shirt	<ul style="list-style-type: none">● White polo (regulation only); or● White Boston blouse (no alternatives)
Top	<ul style="list-style-type: none">● TGC regulation polar fleece or jersey
Jacket	<ul style="list-style-type: none">- TGC school regulation or TGC sports Jacket.

Team members will not be permitted to travel if they are not correctly dressed.

Team members must wear full travelling uniform to and from the venue.

Coaches Code of Ethics

Respect the rights, dignity and worth of every individual athlete as a human being

- Treat everyone with respect regardless of sex, ability, ethnic origin or religion
- Respect the talent, developmental stage and goals of each athlete in order to help each athlete to reach their full potential

Maintain high standards of integrity

- Operate within the rules of your sport and in the spirit of Fair Play, while encouraging your athletes to do the same
- Advocate for a sporting environment free of drugs and performance enhancing substances
- Do not disclose any confidential information relating to athletes without their written prior consent

Be a positive role model for your sport and athletes and act in a way that projects a positive image for coaching

- Ensure the athletes time spent with you is a positive experience
- Be fair, considerate and honest with the athletes
- Encourage and promote a healthy lifestyle - refrain from smoking and drinking alcohol around athletes

Professional Responsibilities

- Be responsible to the teacher in charge of your sport, and to communicate openly in a timely manner
- Display high standards in your language, manner, punctuality, preparation and presentation
- Display control, courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of sport - this includes opponents, coaches, officials, administrators, the media, parents and spectators
- Encourage your athletes to demonstrate the same qualities
- Be professional and accept responsibility for your actions
- You should not only refrain from initiating a sexual relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis for your refusal
- Accurately represent personal coaching qualifications, experience, competence and affiliations
- Refrain from criticism of other coaches and athletes

Make a commitment to providing a quality service to your athletes

- Seek continual improvement through on-going coach education, and other personal and professional development opportunities
- Provide athletes with planned and structured training programmes appropriate to their needs and goals
- Seek assistance from professionals when additional expertise is required
- Maintain appropriate records
- Provide all your players with appropriate amount of opportunities to develop as athletics both during trainings and competition games.

Provide a safe training environment for training and competition

- Adopt appropriate risk management strategies to ensure that the training and/or competition environment is safe
- Ensure equipment and facilities meet safety standards
- Ensure equipment, rules, training and the environment are appropriate for their age, physical and emotional maturity, experience and the ability of athletes
- Show concern and caution to sick and injured athletes
- Allow further participation in training and competition only when appropriate
- Encourage athletes to seek medical advice when required
- Provide a modified training programme where appropriate
- Maintain the same interest and support towards sick and injured athletes as you would towards healthy ones

Protect your athletes from any form of personal abuse

- Refrain from any verbal, physical or emotional abuse towards your athlete
- Refrain from any form of sexual or racial harassment, whether verbal or physical
- Do not harass, abuse or discriminate against athletes on the basis of their sex, marital status, sexual orientation, religious or ethical beliefs, race, colour, ethnic origins, employment status, ability or distinguishing characteristics
- Any physical contact with athletes should be appropriate to the situation and necessary for the athletes skill development
- Be alert to any forms of abuse directed towards athletes from other sources while in your care

Coaches should be

- Treated with respect and openness
- Have access to self-improvement opportunities
- Be matched with a level of coaching appropriate to their ability

I have read the Tauranga Girls' College Coaches Code of Ethics and understand my responsibilities and the school's expectations.

- ☐ **I have completed the attached Police Check Form and agree to Tauranga Girls' College having a Police Check carried out.**
- ☐ **I understand that the coach's position offered is for tenure of one season but this can be extended by mutual agreement.**
- ☐ **I also agree to return all sports equipment lent to me by Tauranga Girls' College Sports Department at the conclusion of the current playing season.**

Name:

Signature:

Date:/...../.....

Team being coached:

Job Description for Coaches of TGC Sports Teams

- Adopt 'player centred' approach to coaching.
- Understand and implement Tauranga Girls' College sports policies and procedures.
- Encourage active participation that will last for many years.
- Develop player potential through an interesting but challenging progression of activities.
- Understand the player and the sport.
- Be reasonable in your demands on younger children's time, energy and enthusiasm. Remember they have other interests.
- Group children according to age, skill and physical maturity whenever possible.
- Ensure that equipment and facilities are appropriate to the age and ability and safe for children.
- The length of practice times and games should take into consideration the maturity level of the children.
- Promote enjoyment and healthy competition rather than "win at all costs" atmosphere.
- Treat each child individually at their level of development.
- Seek up to date information for helping young children learn about the game and help them to improve their performance.
- Praise effort and improvement rather than ridicule or yell at children for making mistakes or losing a game.
- Teach fair play (refer Fair Play Charter of New Zealand).
- Aim to develop each player's self confidence and self-esteem.

The Sports Department has some funding to assist coaches to upskill themselves. If there is a course you would like to attend please contact the Sports Department.

Coaches Code

THE FAIR PLAY PROMISE FOR TAURANGA GIRLS' COLLEGE COACHES

Good sport is about positive attitude. As a coach you set the standards. Play your part to help make each game a success – play fair. To the best of my ability, I will:

- Set personal behaviour standards for myself and those I coach to follow.
- Give each player the same amount of my attention and time.
- Provide every player with the same opportunities to play the game.
- Never argue with the referee, encourage cheating or make excuses for losing.
- Always be positive. Never shout at or ridicule players.
- Respect player's efforts regardless of whether we have won or lost.
- Encourage respect for the opposition and officials.
- Keep winning and losing in perspective with personal challenge and enjoyment.
- Give it heaps and not get ugly.

Signed: _____

Always give it heaps but don't get ugly

Parents Code

THE FAIR PLAY PROMISE FOR TAURANGA GIRLS' COLLEGE PARENTS

Good sport is about positive attitude. You can set the right tone, and help make the game a success. Play your part – play fair. To the best of my ability I will:

- Encourage my child, and other people's children, in their efforts in sport.
- Insist that my child plays within the rules and by the principles of fair play.
- Respect my child's efforts the same, regardless of whether she has won or lost.
- Display self-control on the side-line. Always be positive. Never shout at or ridicule players.
- Watch my child play and let her enjoy the game.
- Show my appreciation to people who volunteer their time so my child can play.
- Remember that my child plays sport for her reasons not mine.
- Be a positive role model for my child.
- Never place undue pressure on my child to play or perform.
- Make an effort to understand the rules of the game.
- Give it heaps and not get ugly.

Signed: _____

Always give it heaps but don't get ugly

Sample Team Rules

The Rules

- Be on time to all games, practices and associated events.
- Turn up to game in correct gear.
- Respect the game and its rules.
- Congratulate team mates on good play while games is in progress – be positive.
- Keep negative comments to yourself.
- Enjoy your team mates company.
- Recognise the different jobs your team mates have and give credit when these are done well, e.g. goal shooting, defending, scoring.
- Set yourself goals, e.g. speed of take-off, rate of turnover – and make sure these are realistic! Constantly reassess and change these.
- Be happy with your performance but never satisfied – always aim to do better next time.
- Don't brood on mistakes once they are over.
- Beware of developing the losers limp, i.e. getting 'injured' after making a mistake or in a heavy defeat.
- Be prepared to accept criticism in the right way.
- Give everything you attempt your best effort – not just sport. Attitude in sport shows up in the individuals attitude to all things.
- Don't should about what you are going to do before the match – do most of your talking on the court – deeds not words.
- Listen to all advice, but don't accept it all.
- Ignore any remarks made by spectators or the other team.
- Appreciate the efforts of your team mates, parents and supporters. Realise some of the things they have given up so you can play.
- Try to learn from everyone, even if you learn what not to do.
- If you can't practice, phone – you should turn up even when injured.

Exemplar Job Description - Teacher in Charge of

Responsible to

Director of Sport
Principal and Board of Trustees

Functional Relationship:

Director of Sport and Sports Assistant

Objective:

The purpose of this position is to help manage the effective and efficient delivery of sport and to maintain records of assets, participation levels and achievements.

Key Tasks	Expected Results
1. To support implementation of national and local co-curricular goals.	(a) To raise the profile of the sport within the school. To establish links and interactions with other sports organisations or individuals to enhance the performance of the sport at Tauranga Girls' College. (b) Help seek Managers/Coaches for college sports teams and support their function. (c) Help organise entry to school, regional and national sports competitions. (d) Help in the organisation and administration of holding coaching clinics. (e) Maintain effective liaison with all stakeholders within the relevant Tauranga Girls' College sports community i.e. parents, coaches, and athletes.
2. To assess, record and analyse the participation of our students.	(a) Ensure student participation is recorded and reported appropriately.
3. To administer and manage resources.	(a) Work with the Sport Department to help manage assets and equipment. (b) Help identify and prioritise material resource needs. (c) To introduce programmes to improve coaching and management skills.
4. To manage administrative functions.	(a) Liaise with the Director of Sports for financial information, reconciliation of accounts and advice. (b) Help managers/coaches in the collection of fees. (c) Publish newsletters and registration forms.
5. To promote co-curricular activities	(a) Students and parents are informed of activities to participate in. (b) Organise pre-season trials for students. (c) Help organise interschool exchanges involving the sport. (d) Special achievements are recorded and announced through various channels. (e) Provide required information for annual Sports Awards Ceremony.
6. To be an effective team member.	(a) Share ideas, expertise and information with other staff. (b) Seek continuous improvement.

The Sports Team Coach

Being an effective coach involves being a good manager and a good organiser. Time at practice is precious and the more time you spend organising, the less time there is for learning and having fun.

If you and your athletes are to achieve the goals you set together, you need to plan where you are going, and what you have to do to get there. How you manage your athletes and organise your coaching sessions will reflect these goals.

Planning the session

Planning your whole season may seem like a big job, but it will certainly make your life easier in the long run. Use the following checklist to get your started:

Planning your first meeting with the Athletes and or Parents/Caregivers

- Make a list of what's needed for the season, e.g. uniforms, subs, equipment etc.
- Set your practice times and, if necessary, book facilities.
- Decide on what extra help will be required, e.g. parents/caregivers, transport, a team physio.
- Decide on a system for notifying people if practice or competitions are cancelled.

What information will you require:

- A team list with names and phone numbers.
- A list of your key contact people – club, school, association, parents/caregivers.
- Relevant information about your athletes, e.g. health, age, skill level, position etc.
- Dates and venues of competitions or round robin play.
- The rules and requirements for your competitions.
- Dates of school and other holidays.

Planning the coaching session

When planning your coaching sessions, keep it simple – coaches usually don't have the time or energy to make complicated plans for every session. Five minutes spent planning the night before could save you 20 minutes on the day.

- Decide on a focus or goal for each session, to which all the activities are related.
- Select one or two simple drills/activities and develop your own variations.
- Remember to allow for the different rates at which individuals will learn.

The elements of an effective coaching session

Introduction

Greet everybody as they arrive and gather them together for a quick chat about your aims for the session. This is also a good time to give some positive feedback on the last session or the game on the weekend, and to ask the athletes for ideas for improvement.

Warm Up

Warming up is important to prepare your athletes bodies for physical activity, and to get their minds on the job. There are three stages to an effective warm up.

- **Aerobic exercise** – 5-10 minutes of non-specific exercise, for example, light jogging to bring the body up to its optimum working temperature.
- **Mobility exercises** – Stretching, taking the body through the full range of movements, beginning with general stretches and ending with more specific stretches.
- **Specific exercises** – Practising the basic movements and skills of the sport and activity, for example, simulated game drills.

Skill Learning

The best time for practising new skills is early in the session, when the athletes are fresh and focused. Spend a brief amount of time revising previously learn skills, (this may form part of your warm up), before introducing new skills. Beware of losing the effect of the warm up with lengthy instructions and discussions.

Game Skill Practice

Give the athletes opportunities to practice the skills they have learned in competition-like situations. Give feedback about skills, tactics and strategies. The skill practice may provide sufficient fitness training for your athletes, or some extra fitness activities may be included.

Cool Down

This is an important part of the recovery as it returns the body to a resting state gradually. The length of the cool down depends on how hard to work out was. Generally 5-10 minutes of low intensity exercise is sufficient. The cool down is also the best time to work on flexibility.

Evaluation/Closure

The evaluation can occur both during and immediately after the coaching session, or as part of the closure. Discussing how the session went will not only provide valuable feedback for you the coach, but will also help your athletes feel more involved in the process.

To finish, clarify when you will see the athletes next. If you are competing, go over the arrangements for the game or competition, for example, where to meet, what time and what to bring.

Tips for being organised

As you gain experience in coaching, you will develop your own systems and routines for running your sessions. Here are some tips to get you started.

- Plan in advance (the session plan).
 - ◆ What are you going to do?
 - ◆ What equipment will you need?
- Ensure the athletes know when and where practice is, and that you start on time.
- Establish routines for:
 - ◆ Getting equipment out and putting it away.
 - ◆ Form groups quickly.
 - ◆ Getting everyone to stop and listen (e.g. a whistle).

- Use instruction cards for the activities you use most frequently.

Be organised but be flexible!

Organising activities

Activities can be organised in a variety of ways. For example:

- 1 All the athletes work as one group on the same activity at the same time. This assumes you have sufficient equipment and the activity is suitable for all levels of skills.
- 2 Small groups work on the same activity. Groups are based on skill level with activities modified to suit each group.
- 3 Small groups in a circuit work on different activities for the same skill, or different skills, and rotate around. This solves the problem of insufficient equipment.
- 4 Different activities are set up and the athletes decide what activity to start on and when to move on. Use this once good routines have been established. Limits may need to be set on the number at each activity.

Involving the athletes – maximising participation

The key to running an effective coaching session is keeping the athletes active and involved for the maximum time available:

- Involve your athletes in planning and decision making.
- Spend minimal time on organisation.
- Keep your explanations short and to the point.
- Provide plenty of activity – keep the waiting-in-line time to a minimum.
- Include a variety of games and activities that are challenging, but not beyond the skill level of the athletes.
- Avoid elimination games as athletes get left out – usually the less skilled.
- Choose activities that give a better chance of success and provide plenty of positive feedback.
- Ensure that you have enough equipment to go around.

Competition day

Being well organised at competitions will make them more enjoyable for everyone involved – the coach, the athletes, and the supporters. Teams that are well organised are also more likely to perform to their potential.

Before ...

- Arrive in plenty of time before the competition starts.
- Check the game or race time and make sure your athletes know where and when to meet.
- Hand in any team lists or scratchings that are required.
- Check that any equipment required is ready to go.
- Be positive and encourage all your athletes to feel good about themselves and confident.

During ...

- Encourage your athletes, but let them play their own game.
- Make sure they have drinks available when needed.
- Provide them with positive feedback during breaks in the competition – give them only one or two key points to focus on.

After ...

- See that the opposing team, officials and other helpers are thanked after the competition.
- If appropriate, have a quick team talk after the event.
- Check that you have all your equipment when you leave.
- Make sure everybody has all their personal belongings (and transport home).
- Finish with a reminder for the next practice.
- Note down a few pointers to work on.

Managing your players

Successful coaches make the most of the time they have to give to their players. Your practice session should involve all your players. They should know what is expected of them and be kept busy – learning and having fun.

Here are some tips to help you:

- Plan your sessions well.
- Spend a large part of your session practising skills.
- Set clear boundaries for the area you want players to work in.
- Let them know what is acceptable behaviour – and what is not.
- Keep your instructions clear and to the point.
- Spend very little time on organisation.
- Have routines for things like safety, demonstrations, collecting and putting away equipment.
- Have simple instructions for 'stop' and 'go', such as a whistle then voice.
- Keep groups small so players are not waiting for a turn.
- Have plenty of suitable equipment which is in good condition.
- Give praise.
- Let the session flow so players are not always being interrupted.
- Use drills and games which involve everyone all the time.
- Challenge players, but don't make it too hard – or unsafe.
- Change activities when players start to lose interest.
- Give players a chance to make up their own games and try new things.

Problem players

There will always be players who are difficult to handle. For the good of the other players and your own health, you need to be able to deal with them without losing face – or your cool!

Here are some ideas:

- Don't make threats or argue – you may find yourself backed into a corner with no way out.
- Talk to the player in private – ask how they see the problem.
- Discuss the problem with the group (if appropriate) – maybe they can help.
- Praise the difficult player for the good things they do.
- Give them a specific responsibility.
- Make sure they are getting challenged – physically and mentally.
- Check that you are treating them the same as the others.
- Tell the player what you expect from all group or team members.

If those methods don't work, you may have to:

- Separate the player from any mates with whom they cause trouble.
- Keep them close to you at all times.
- Give them a short 'time out'.

If you still have problem, you may have to tell them that there is no longer a place for them in the group. It may not seem like the ideal solution, but you have other players – and your own peace of mind – to consider.

Skill learning

Skills are the basis of all sports. A good coach will take the skills players already have and build on them. Young players should be introduced to new skills as they mature.

Spend a large part of your coaching session on developing skills. Get your players enthusiastic about learning new skills and improving old ones. Make your sessions action-packed, varied and fun. A little competition will help them motivated.

By observing and analysing games and skills, you will make yourself a better coach.

Analysing Skills

Watch closely how your players perform a skill. It will help you to correct their mistakes and explain the right way to perform it.

Don't give vague instructions like "player harder", "you're not trying", or "watch your ball handling". They may give your players an idea what to do, but not how to do it. Be as specific as you can.

Train yourself to do the following when you watch your players in action:

- Break skills down into simple parts.
- Separate what they are doing well from what they are not.
- Concentrate on improving what they are not doing well.

Observing Skills

Many coaches watch their players without really seeing what they are doing. If you know how to observe a skill effectively, it will be much easier to correct any faults and pinpoint areas where skills can be improved.

Follow this system to help you:

- Decide what is the most important part of the skill.
- Watch the whole skill from far enough away to get general picture.
- Move closer to look at different parts of the skill.
- Check the main points – firstly on the slower moving parts, which are easier to see.
- Watch long enough to be able to describe what you see.
- Move around to watch from different angles.

Motivating your players

It is not usually difficult to motivate young players. Your problem may be in holding them back! Remind yourself often why they want to play – and make sure you are satisfying those needs. Help them have fun and to feel they are achieving in sport, and you'll have them lining up for more!

Here are a few tips:

- Join in group activities occasionally.
- Praise sincerely as often as you can.
- Be well-prepared.
- Be confident about what you want them to achieve.
- Present skills so that all players can be successful.
- Monitor progress so that you work out when to move on or to make an activity simpler.
- Be clear about what you want and have realistic expectations.

Positive Reinforcement

Giving praise is not always easy. We often find it easier to criticise than to compliment or encourage each other. Here are some comments you can use to help you avoid DON'T! and other negative thoughts:

- | | |
|------------------------------|--------------------------------|
| • That's progress. | • Your (throw) was just right. |
| • You're doing a great job. | • You remembered. |
| • You're on the right track. | • Who's the gun. |
| • Keep on trying. | • I like that (backing up). |
| • Have a go. | • Now you have it. |
| • I like the way you ... | • Right on. |
| • You did it that time. | • Now you're cooking. |
| • I'm proud of the way ... | |

Remember:

- Be sincere. Kids will see through false praise. They are very good at picking up what you really feel from your tone of voice, the look on your face and other actions.
- Everyone needs and responds to praise, but people are all different. Some love the limelight, others prefer a quiet pat on the back – so take care to get it right for the individual.

Warm up

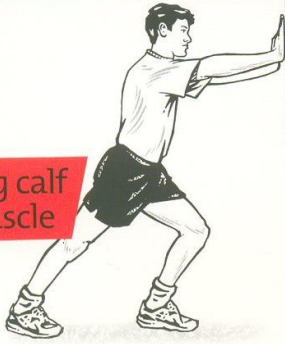
- Everybody takes a warm up.
- 10 minutes long
 - 1 Running, skipping, jumping activities – start slowly, build-up gradually.
 - 2 Stretching – use a variety of muscles.
 - 3 Skill based activity – make it fun.
- You may want to use music.
- You may like to combine for class warm up.

Warm down

- Warm down gradually after all vigorous activity. This:
 - (a) Speeds recovery.
 - (b) Reduces muscle soreness.
- 3-5 minutes long.
- Jog slowly – introduce actions to involve major muscle groups.
- Stretch gently to prevent tightening of muscles:
 - ◆ Concentrate on those muscles used most in game (probably legs, shoulders, neck).
- Shower (if available).
- Put on warm clothing.

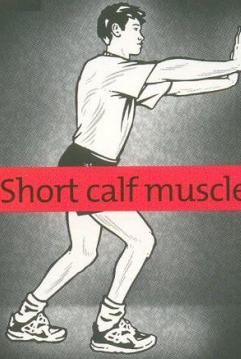
Stretching after warm-up.

Long calf muscle



Hold your hands on a wall. Put one leg back and locked straight. Keep your rear foot flat but turned slightly inwards. Bend your front leg, taking the stretch in your rear calf.

Short calf muscle



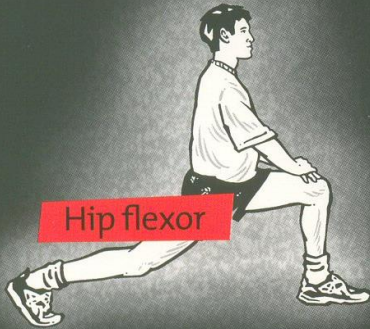
The same as the long calf muscle, but bend your rear leg.

Hamstrings



Put your foot on a bench or similar. Turn the foot you're standing on slightly inwards, and bend that knee. Keep your back straight.

Hip flexor



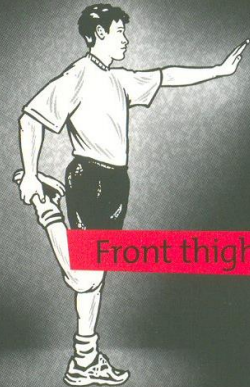
Kneel with your front knee at 90°. Without raising your hips, lift your rear knee off the ground. Keep your abdomen tucked in and your back straight.

Groin



Sit with a straight back. Grab your ankles and pull them towards your groin. Use your elbows to hold your knees down and out.

Front thigh



Pull your heel to your buttock. Keep your back straight and your knees together.

Shoulder stretch



Put one hand between your shoulders, the other on the opposite elbow. Pull your elbow inwards.

Buttock



Gluteals — Lie on your back, both hands around one knee. Pull your knee towards the opposite shoulder. Keep your head, shoulder and straight leg relaxed.



Piriformis — The same, but put one hand on your knee, the other on your ankle. Pull both knee and ankle towards the opposite shoulder.

Shoulder/chest



Stand with your head up, chin in, hands clasped behind your back. Pull shoulders down and back.

Lower back



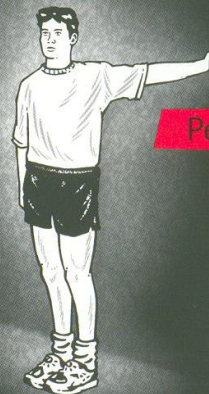
Lie flat with your hands behind your head, elbows on the ground. Bend your legs together to 90°, and roll your knees to the ground.

Trunk side flexors



Stand with your feet apart, arms folded above your head. Bend slowly to the side and stretch up with your upper elbow.

Pectorals



Stand side-on to a wall. Place your hand on the wall, level with your shoulder. Turn away from the wall.

Coaching session plan

Sports Team/Athlete: _____

Date: _____ Venue: _____

Training Objectives

Equipment

Notes/Injuries

Drills and Diagrams (include diagrams of drills)

Time Planner

5-10 mins _____

5-10 mins _____

20-30 mins _____

10 mins _____

5-10 mins _____

Evaluation

The Sports Team Manager

The role of the Sports Team Manager can be very diverse, but it does not need to be difficult or over-complicated.

Communication and organisation are the key to being a good team manager. They are skills that can be learned and improved.

Please email the Sports Department, lpenniket@tgc.school.nz with your email address prior to the commencement of the season so we can keep you informed of any news that may be of use to you.

Early season

- 1 Compile a list of players' names, addresses and phone numbers. Make it available to the coach and other team members.
- 2 Allocate correct team uniforms to each player and keep a record of who is given what.
- 3 Check out competition rules and restrictions, with emphasis on areas such as player eligibility.
- 4 Ensure a well-supplied first-aid kit is available and know what the procedure is for restocking it (i.e. does the club/school pay or the team fund?).
- 5 Check equipment supplies such as balls, training aids, bibs, and cones etc. that are available from the club for the season. Keep a record of what is supplied and how to replenish as required.
- 6 Obtain a full season draw (if possible), check it, understand it and make copies available to the coach and team.
- 7 Any duty requirements should also be included with a roster of players' responsibilities if appropriate.
- 8 Know when and where cancellations will be broadcast and ensure all team members also know. Organise a contact system for last minute changes so everyone can be contacted quickly.
- 9 Set out clearly what you expect of the players in terms of behaviour. This must be adhered to at all time so the players do not get confusing ideas. A written list for parents and players can be used so there can be no confusion.
- 10 Advise everyone of practice and game times and reconfirm when appropriate.
- 11 Be an available contact person for media and school officials. Know where to send results and what information is required. Provide reports for school newsletter or local sports paper if appropriate.
- 12 Establish who has a vehicle that can be used regularly/occasionally for away fixtures. A routine also needs to be established for covering running costs.

Weekly game responsibilities

- 1 Set a routine from the start of the season for assembly of team members as regards the time and place.
- 2 Team sheet generally needs to be completed or handed to the officials well before the start of the match. Check the requirements for your sport.
- 3 Players' valuables need to be secure during the match and the changing room should be locked. Valuables should be removed even if the room is locked.
- 4 Keep players water containers as full as possible, particularly leading up to half time. Re-hydrate players whenever they request it within the rules of your games - every 15-20 minutes is recommended as being appropriate.
- 5 Keep your own score card or check regularly that it is being done correctly. Records may also be required for the school.
- 6 After the game thank the match officials and the opposition team management. Sign the score card if required.
- 7 After the game get the results to those who require them as soon as possible – generally the club representatives.
- 8 Follow up any injured players to ensure they receive the correct follow-up treatment where necessary. This may need to be done a day or so after the game.
- 9 Some players need reaffirmation after the game, particularly if they perceive they played badly. The coach is often not a good person to give this and it may fall to the manager.

Post season

- 1 Gather in all uniforms and check them against the original allocation. Also collect all other equipment, such as the first-aid kit, and return it to the school.
- 2 Furnish reports to the school as required for permanent records, newsletters etc.
- 3 Assist in organising the end-of-season function if required.
- 4 Send letters to thank sponsors and others who have assisted you.

Have a good rest – you have earned it. 😊 😊 😊

Spectators/Supporters Code

THE FAIR PLAY PROMISE FOR TAURANGA GIRLS' COLLEGE SPECTATORS/SUPPORTERS

Good sport is about positive attitude. You can set the right tone, and help make the game a success. Play your part – play fair. To the best of my ability, I will:

- Respect that people are involved in sport for fun and enjoyment.
- Support good play and applaud good performance from all competitors.
- Attempt to understand the rules of the game.
- Learn the difference between supportive and abusive comments and rule out the latter.
- Accept the decision of officials and coaches.
- Display self-control on the side-line. Always be positive. Never shout at or ridicule players.
- Show my appreciation to people who volunteer their time to make sport happen.
- Remember that we are all capable of making mistakes.
- Give it heaps and not get ugly.

Signed: _____

Always give it heaps but don't get ugly

Officials Code

THE FAIR PLAY PROMISE FOR TAURANGA GIRLS' COLLEGE OFFICIALS

Good sport is about positive attitude. You can set the right tone, and help make the game a success. Play your part – play fair. To the best of my ability I will:

- Control the game in a fair and positive manner.
- Be consistent and fair in my decisions.
- Modify my approach to suit the participants level of ability.
- Help players understand the rules by explaining decisions where appropriate.
- Do what I can do to make sure that everyone enjoys the game – including myself.
- Encourage fair play and not tolerate foul play of any kind – always be firm and friendly.
- Give it heaps and not get ugly.

Signed: _____

Always give it heaps but don't get ugly

Players Code

THE FAIR PLAY PROMISE FOR TAURANGA GIRLS' COLLEGE PLAYERS

Good sport is about positive attitude. Play your part – play fair. To the best of my ability, I will:

- Play by the rules.
- Never argue with an official.
- Work hard to do my best at all times.
- Turn up to practice.
- Be a good sport and recognise good players and good plays by all involved.
- Remember to thank my coach, the officials, the opposition and supporters.
- Help others in my team when I can.
- Avoid putting people down or bullying them.
- Give it heaps and not get ugly.

Signed: _____

Always give it heaps but don't get ugly

Evaluation of Sports Teams

Please complete the following questions and return to the Director of Sports, at the end of your season.

NAME: _____

TEAM COACHED: _____

- | | | | | |
|----|-----|--|-----|----|
| 1 | (a) | Would you say the players attended practice regularly? | YES | NO |
| | (b) | If there was absenteeism please elaborate | | |
| | | | | |
| | | | | |
| 2 | | When did you hold your practices? _____ | | |
| 3 | | Was the equipment adequate? | YES | NO |
| 4 | | Were the facilities adequate and available? | YES | NO |
| 5 | | Were the uniforms suitable and adequate? | YES | NO |
| 6 | (a) | Did you find the players positive and supportive to you? | YES | NO |
| | (b) | Did you find the players positive and supportive to each other? | YES | NO |
| 7 | | Did you have parental support? If so, please explain in detail. | YES | NO |
| | | | | |
| | | | | |
| 8 | | Did you have any difficulties with parents? If so, please explain. | YES | NO |
| | | | | |
| | | | | |
| 9 | | Were players prompt in: | | |
| | (a) | Paying fees? | YES | NO |
| | (b) | Returning uniforms? | YES | NO |
| 10 | | What did you enjoy about coaching this season? | | |
| | | | | |
| | | | | |
| 11 | | Do you have any constructive criticism about: | | |
| | (a) | Your code and how it was organised? | | |
| | (b) | Inter-school fixtures? | | |
| | | | | |
| | | | | |
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