

KingsWay School Sport

Coaches and Managers' Guide



Introduction

The KingsWay School Sports Department would like to thank you for being involved in sport at KingsWay. Without your ongoing support we could not run sport at KingsWay School.

To assist you in your role this year, the Sports Department have developed a Coaches and Managers' guide. This booklet contains information on a wide variety of topics relevant to your role. Nevertheless, as experience has taught us, this will not be the final version so we would appreciate your feedback on what else needs to go into the manual to make you more autonomous and your role a little easier in the future.

This booklet is a guideline and invariably there are certain circumstances within KWS sport where exceptions can/will be made by the Head of Sport/Sports Co-ordinator.

Yours sincerely

Sport Department.

Coaching is unlocking a person's potential to maximize their own performance. It is helping them to learn rather than telling them.

Contents

	Page No.
 KingsWay Sports Vision	4
 Role of Coach/Manager	4
 Expectation Coach	4
 Role of Manager	6
 How to elect your Captains	7
 Role of Captain/Vice Captain	7
 Fair Play Policy	7
 Discipline issues	8
 Notices, Cancellations and Meetings	8
 Training Sessions	8
 Warm Up	9
 Skills based activities/Cool down	10
 End of Year Functions/Trips	10
 Entering Teams, Sports Notice board	11
 Sports Uniforms & Gear	11
 Coaching/Umpiring Courses	11
 Useful Web Sites	11
 First Aid	12
 Medical info	13
 Keeping Records	14
 Team List	14
 End of Year Procedures	
Appendix 1-2	

Please note that a coach's tenure is for one season only. Written applications for coaching positions need to be completed. The final decision of coach will rest solely with the TIC, Sports Co-ordinator & Senior Manager in Charge of Sport.

KingsWay School Sports Department Vision

Our central purpose for sport at KingsWay is to provide, as resources permit, quality sporting opportunities which promote:

- A lifelong commitment to physical activity
- Both the competitive and social aspects of sport
- A whole person approach to coaching and participating, namely physical, spiritual, social and emotional

Role of the Coach

- Organise to collect equipment for team practices from the Teacher in Charge of your code.
- Teach the skills of the game.
- To facilitate, along with the manager, the appointment of two responsible team members to hold positions of Captain and Vice Captain by secret ballot. Please see page 6, of this guide, for details of 'how to elect your captains.' Year's 7–13 compulsory. Years 1–6 coaches generally share this around the team. One idea for Primary teams is that the 'Player of the Day' from the prior game is captain for the following week.
- Carry to trainings and games a basic first aid kit which is provided by the Sport Dept.
- Encourage team spirit.
- Model and teach your players to honour the game, rules, officials, opposition & ones-self.
- Keep updated on the latest practices in relation to your sporting code, to the best of your ability or circumstances.
- Play and train within the boundaries of KingsWay schools culture.
- Report any incidents involving your team to the Teacher in Charge of the Sport code.
- Coaches must ensure all equipment is collected in at the end of each training session and at each game.

Expectations of Coach

- Please lead by example by turning up on time, being organised and displaying a Christian attitude - especially during games.
- Use discretion in, on the one hand, fostering success, while on the other hand ensuring participation & match experience of all players.
- Remember only the Senior School 1st teams play top team on game day. ALL other teams it is expected that all players get fair and equal time on the playing field throughout the season.
- Lead in attitude by:
 - Always greeting the other coach/manager and wishing them a good game and thanking them after the game.

- Being fair and encouraging players and parents to do the same.
- Promoting excellence and fairness.
- Encouraging students to greet the other team before and after each game.
- Model and promote the National Fair Play Policy
- Nurture students in the development of the school's Christian Special Character.
- Attend key dates on the KingsWay School's sporting calendar.
- Be willing to be police vetted.
- Adhere to the SPARC Code of Ethics (see Appendix 1 at the end of this guide)
- All breaches of the Coaches' Code of Conduct will be dealt with according to the guidelines outlined in the Incident Resolution Procedure. (see Appendix 2 in the Coaches & Managers Guide)
- It remains the prerogative of the Senior Manager of Sport to terminate a role if it is deemed by him to be in the best interest of the team.
- Attend key dates on the KingsWay School's sporting calendar .e.g Prize giving
- Be willing to be police vetted.
- Model and adhere to the SPARC Code of Ethics (see Appendix 1 in the Coaches & Managers Guide)
- All breaches of the Coaches' Code of Conduct will be dealt with according to the guidelines outlined in the Incident Resolution Procedure. (see Appendix 2 in the Coaches & Managers Guide)
- It remains the prerogative of the Senior Manager of Sport to terminate a role if it is deemed by him to be in the best interest of the team.
- Always remember that kids participate for pleasure, enjoyment and winning is only part of the fun.
- Never use negative ridicule or yell at children for making a mistake or not winning.
- Be considerate and reasonable in your demands on kids time, energy and enthusiasm. Kids sports is only one part of their busy lives.
- Always operate within the code of conduct, rules and fair spirit of your sport and instruct the kids to do the same.
- Always ensure that the time kids spend with you as coach is a positive experience. All kids are deserving of equal attention and opportunities.
- Display control, respect and professionalism to all involved within the sport. This includes opponents, coaches, officials, administrators, the media, parents and other spectators. Encourage players to do the same, be a great role model.
- In the case of injured players. Follow the advice of a trained medical trainer when determining whether an injured child is ready to recommence training and competition.
- Where appropriate obtain qualifications and keep up to date with the latest coaching practices and the latest principles of growth and development of children.

- Display professional behaviour at all times. This includes things like punctuality, displaying a respectful attitude to all, managing disagreements effectively

Coaches exemplify honesty, integrity, fair play, and sportsmanship regardless of the impact that might have upon the outcome of the competition.

- Be well organised and plan training sessions

Role of the Manager

- Support the coach and liaise with the team members, parents, Teacher in Charge & Sports Coordinator.
- Ensure that only KingsWay school registered members, play in your team. No players can be played, brought up or borrowed for any games unless checking with the TIC or sports dept first. The sports centre must be informed so we ensure integrity at all times.
- Ensure team members know who, where and when they are playing.
- Securely keep a team list of names and phone numbers and distribute this to players. **Ensure parents permission before distributing phone numbers, particularly in the case of staff numbers.**
- Ensure uniforms are worn correctly.
- Co-ordinate transport with team & parents (if required)
- Report any concerns to the coach and/or TIC/ Sports Coordinator.
- Ensure draws are distributed.
- Record and e-mail game results to their TIC.
- Collect uniforms the whole teams uniform after the last game of the season is played, ensure they are clean and washed and return to the sports department as soon as practical but with 2 weeks of the last game.

Uniforms - Ensure parents/students are aware that:

- No KingsWay sports uniforms may be worn at any other time other than for the competition games.
- The uniforms are not to be worn for training, p.e or any activities other than the official game.
- Uniforms are not to be dried in the tumble dryer, this causes them to shrink and become worn out faster.
- All uniforms that are damaged or lost will need to be paid for by the students/parents.
- The uniforms are NOT to be CUT. If an item is taken up it must be taken down BEFORE returning to the school at the end of the season. Please ensure it isn't taken up in such a way that it cannot be easily taken down leaves marks or holes in the material.
- Uniforms will only be issued once sport fees have been paid.

How to elect your Captains (2)

- The Coach needs to outline what is expected of the Captains.
- Those students who do not want to be considered identified.
- Team members, coach and manager all vote by secret ballot on who they believe is best suited to fulfil the positions of Captain. Each person gets two votes. The two players with the most votes get to be joint Captain and share the role throughout the season.
If there is a tie between two players e.g You have one clear winner and a tie between 2 & 3, then all players/coach/manager are asked to vote again, in secret, between the two players who have tied.
- The Captains must attend the Captains workshop at the beginning of the season in term 2.

Role of the Captain (Years 7 – 13)

The Captains are leaders on and off the field.
Their duties involve:

- Welcoming and greeting the opposition captain and coach.
- Liaising with the opposing captain regarding the game.
- Communicating with the referee/umpire.
- Taking the toss.
- Initiating before and after match cheers.
- Thanking the referee, coach and captains of other team after the game.
- Encouraging their team members to play hard but fair.
- To get the practise started if the coach is late.
- To lead by example.
- To attend all trainings and games (wherever/when possible as arranged with Sports Dept/Coach).

FAIR PLAY POLICY

For Coaches, Players, Managers and Supporters.

This needs to be communicated to your team and parents of players before the season starts.

KingsWay School supports and will promote the National Fair Play Policy.

Principles of Fair Play

Our team (players, coaches and supporters) agree that when playing we will:

- Enjoy playing the game
- Respect the game and its rules.
- Respect for officials and decisions.
- Respect for their opposition & their supporters.

- Be gracious winners and dignified losers
- Play hard but fair
- Ensure players have equal opportunity to play.(Except 1st senior teams)
- Play with Integrity.

ROOTS - Positive Coaching Alliance principle for fair play

ROOTS help remind us what fair play & honoring the game is all about.

R - Rules. We don't bend the rules to win even if we think we can get away with it.

O - Opponents. We always treat our opponents the way we'd like to be treated even as we try to defeat them.

O - Officials. We show respect for officials always, even when they make a mistake.

T - Teammates. We support our teammates

S - Self. We honour ourselves because thats important to us.

Discipline issues.

- If it is a player within the team, get alongside the player or if it is a general team issue address the whole team. The Coach and or Manager should attempt to deal with the team member or incident first. Please inform the sports coordinator regarding any discipline issues in the team.
- Involve parents if necessary or if the issue is persistent.
- Regular occurrences with no change, i.e. after two opportunities for change, then report in writing to the Sport Department. The situation will go through the Incident Resolution Procedure (see appendix 3)
- Never get into a confrontational situation.
- In the event of incidents involving the opposing team, please report in writing to the Sports Department.

Notice system and meetings.

For Senior and Middle School: Please e-mail or text students (or their parents).

Daily notices are read out during admin in the morning. Please ensure notices are handed in at the main office by 2:30pm the previous day. Students may not be released from class early for sports unless permission sort from the sports department and the students teacher(s). Student coaches are not to excuse themselves from class to consult team members. Ensure notices include the following information: the Sport, grade, gender and, when and where to meet.

Cancellations

In the event of cancellations please text and e-mail parents/students opposition team manager. Inform the Sports Office by 1.30pm.

Training session

- Be well organised.
- Have a dynamic warm up, skills, a minor game and warm down prepared.
- Set ground rules for listening.
- Keep explanations brief & make sure all can see any demonstrations
- Watch all players & provide constructive and positive feedback
- Ensure players have a drink bottle at game & training.
- Encourage personal training at home.
- Ask for feedback.
- A definite start and finish time.
- Check the area for obstacles, rubbish or any other potential hazards & inform players
- Make it fun, varied along with challenges/hard work! Remember, students choose sport so make it fun & worthwhile.
- Avoid activities that require inactivity or drills that eliminate participants. It is likely that the participants to be first eliminated will be the less skilled, who are the ones that need most practice.
- Use more groups with a small number of participants rather than a few groups containing large numbers.
- The activities must be appropriate for the participant's ability and age.
- Even younger participants are capable of working independently in small groups. Develop activity station cards that explain the drill to be practiced.

Warm up

The warm-up should incorporate warming up the muscle groups that are required during training or competition. The intensity of the warm-up should begin at a low level gradually building to the level of intensity required during training or competition. A warm-up aims to:

- prepare the body and mind for the activity
- increase the body's core temperature
- increase heart rate
- increase breathing rate.

Some rules when stretching:

- stretch before and after exercise (Dynamic or active stretching during the warm up, static stretching during the cool down)
- stretch all muscle groups that will be involved in the activity
- stretch gently and slowly, never bounce or stretch rapidly

- stretch gently never to the point of pain
- do not hold your breath when stretching; breathing should be slow and easy.
- do not make stretches competitive.

Skill based activities.

Make skills fun, positive and constructive.

Allow players time to practise the skill they have just learnt in a small sided game.

Small sided Games

Small-Sided Games are games with fewer players competing on a smaller sized court/field. These are fun games that involve the players more because fewer players are sharing one ball. E.g. Playing 2 v 2 players is more beneficial than 6 v 6 in developing players in the following ways:

- They touch the ball more often and become *more skillful* with it!
- Helps develop decision making therefore aids tactical development.
- Develops players who are more physically *efficient* in the space they are playing in! (Reduced field size)
- Provides more opportunities to solve problems within the context of a game because they have more game time.
- Gives players more exposure to both attacking and defending situations.
- Provides more opportunities to score goals therefore giving more pure excitement

Game

Where possible, finish practice with a game. Plan to play another team giving the players time to execute the new skills they have just learnt in a full game situation.

Cool down

After exercise the body needs time to slow down and warm down stretches is an important step in aiding recovery. The cool down should occur immediately after training activities and should last 5 to 10 minutes.

The cool-down or stretching after activity helps to ensure maximum flexibility, relax the muscles, return them to their resting length.

Trips or End of Year Functions.

Please inform the sports office and observe the correct protocol of notifying parents and distributing information.

Entering of teams

No team will carry the KingsWay School name unless it has been brought to the attention of the Sport Department prior to being entered in a competition.

Sports notice board

This is located outside the Events Centre foyer. Notices can be posted via the Sports Co-ordinator.

Sports gear-issue and return.

Gear is issued to the Coach at the start of the season. Please see the Teacher in Charge of your sport for details. It is the coach's responsibility to ensure that all gear is returned in good condition (wherever possible) at the end of the season. Gear needs to be returned to the Teacher in Charge of the Sport and signed off at the completion of the season.

Coaching/Umpiring Courses

There are a number of different courses available for coaches to attend. Up-skilling is important as KingsWay endeavours to provide the best coaching available for our students. Anything less is not our best.

Useful Web sites:

PCA - Positive Coaching Alliance - www.positivecoach.org
TGFU - teaching games for Understanding - <http://tgfinfo.weebly.com>
Sport Nz web site - <http://www.sportnz.org.nz>
Australian Gov Sport - <http://www.ausport.gov.au/participating/coaches>
Harbour Sport - <http://www.harboursport.co.nz/harbour-sport/>
I sportz - <https://www.isportz.com/index.cfm>
Sports plan - <http://www.sportplan.net>
Coaching Canada - <http://www.coach.ca>
Sport NZ Magazine. - <http://www.coachmag.org.nz>
Physical Educator - <http://www.thephysicaleducator.com/resources>
Teach PE resources - <http://www.teachpe.com>
St John First aid - <http://www.stjohn.org.nz/First-Aid/First-Aid-Library/>

First Aid

Prevention is better than cure. Ensure all players warm up. If a player is late ensure that they must warm up first. Have a basic knowledge of what to do. In the event of an emergency before specialist care is sought.

It is important to note that male coaches should refrain from dealing with injuries and illnesses of female students, wherever possible a female coach/teacher/manager should deal with these situations.

Bleeding.

Apply pressure to the wound (if deep) and raise above the heart. If superficial, clean with water and apply bandage or plasters. Inform player to further clean at home. Protect yourself and wash hands afterwards.

Soft tissue (muscles etc).

The first 24-48 hours is vital. Any students with injuries should be referred to a physiotherapist. Good injury management can mean the difference between two and 6 weeks or more off sport.

Do not move the player until you have talked to them. Observe the injured part.

Then use:

R.I.C.E.D (first 24 hours crucial)

Rest it - it is never worth sending a player in to play if you aren't **100%** sure about the extent of damage.

Ice it - 10- 15 mins every 2 hours, do not put ice directly on to skin.

Compression - apply a bandage to the area.

Elevate it - lie the player down and/or raise the limb as much as you can.

Diagnosis - get a professional to analyse it asap.

Suspected bone, neck or head injuries.

- Do not move the player at all!
- Ask questions how they feel, what day it is where they are playing, observe them, call an ambulance immediately.
- Keep the player warm and provide encouragement.

CPR**A** check airway**B** check breathing. No breathing? Two big breaths**C** check circulation. No circulation? Start compressions 30 to 2 breaths.

Keep going and check their breathing every 3 cycles.

Concussion

Please read the notes on the Concussion card in your first aid kit

Medical Information of Players

Name	Medical Condition	Medication

Booking facilities or the school van

Please do this through the Sports Office to avoid confusion. There is a cost to using the school van.

Please notify the Sports Office before booking additional practices or venues @ 09 427 0996.

Team List

Name	Phone	Shirt no.	Shorts	Dress
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				

Phone Numbers

Coach:

Manager:

Sports Association:

Cancellation Number:

School ph 09 427 0900
 Fax 09 427 0919

Sports Co-ordinator

- ph 09 427 0996
- Email: sportadmin@kingsway.school.nz
- Teachers in Charge of Codes Contact details or Email addresses:
Name of the TIC followed by ...@kingsway.school.nz

E.g. John.Smith@kingsway.school.nz

Appendix 1

SPARC Code of Ethics

Coaches should:

1. Respect the rights, dignity and worth of every individual athlete as a human being
 - Treat everyone equally regardless of sex, disability, ethnic origin or religion.
 - Respect the talent, developmental stage and goals of each athlete in order to help each athlete reach their full potential.

2. 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 a sporting environment free of drugs and other performance-enhancing substances within the guidelines of the New Zealand Sports Drug Agency and the World Anti-Doping Code.
 - Do not disclose any confidential information relating to athletes without their written prior consent.

3. Be a positive role model for your sport and athletes and act in a way that projects a positive image of coaching
 - All athletes are deserving of equal attention and opportunities.
 - Ensure the athlete's time spent with you is a positive experience.
 - Be fair, considerate and honest with athletes.
 - Encourage and promote a healthy lifestyle – refrain from smoking and drinking alcohol around athletes.

4. Professional responsibilities
 - 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 of your refusal.
 - Accurately represent personal coaching qualifications, experience, competence and affiliations.
 - Refrain from criticism of other coaches and athletes.

5. 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 advice and assistance from professionals when additional expertise is required.
 - Maintain appropriate records.

6. Provide a safe 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 the age, physical and emotional maturity, experience and ability of the athletes.
 - Show concern and caution toward 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 toward sick and injured athletes as you would to healthy athletes.
 -

7. Protect your athletes from any form of personal abuse
 - Refrain from any form of verbal, physical or emotional abuse towards your athletes.
 - 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, disability or distinguishing characteristics.
 - Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's 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

Appendix 2

KingsWay School Sport Incident Resolution Procedure

