



St Mary's College, Wellington

MANAGERS AND COACHES IN CHARGE OF SPORTING TEAMS POLICY

All policies at St Mary's are based on Mercy Values and the teachings of the Catholic Church: fostering the dignity of all God's people and creation.

Purpose

The purpose of the policy is to ensure that St Mary's has a policy for managers and coaches to act in accordance with College Sport Wellington guidelines. All teams must be under direct control of the college and have a designated adult in charge who is accountable to St Mary's.

The conduct and management of the coach/manager and participants must be in accordance with the principles and codes laid down by College Sport Wellington and in accordance with the guidelines outlined in the Sport Integrity Framework produced by Sport New Zealand: <http://www.sportnz.org.nz>

Objective:

To ensure coaches and managers are aware of their responsibilities as set down in the guidelines. This involves administrating and promoting your sport, so that participation and enjoyment are achieved.

Guidelines:

Coach: *Preferably an adult, but a senior student is acceptable.*

- To work with the manager to ensure the efficient running of the team.
- Appoint responsible team members to hold positions of Captain & Vice Captain and ensure they are aware of their responsibilities.
- Through practises enhance and develop the players' skills, fitness and mental application to the sport.
- Ensure draws are distributed, transport is organised and uniforms are worn correctly.
- Develop team goals in conjunction with players.
- Discuss and establish with players protocols and expectations.
- Communicate results and incidents of Fair Play to Convenor, Sports Coordinator and Principal for assemblies.

Manager: *Should be an adult, a parent of a team member is acceptable.*

- Support the coach and liaise with the Convenor over matters relating to the efficient running of the team.

- Ensure team members know who, when and where they are playing.
- Organise the distribution and collection of uniforms and ensure they are worn correctly.
- Attend games or ensure an adult is with the team, every game and results are passed to the School Convenor, Sports Co-ordinator.
- Co-ordinate transport arrangements.
- Promote team spirit and fair play.
- Assist the coach with discipline of the team referring any breaches of discipline or problems to the Sports Convenor.

Sports Coordinator

The Sports Convenor has the responsibility to ensure that every team has a responsible coach and manager. Key tasks include:

- Distributing draws, cancellations, transfers and other information to appropriate teams and management.
- Dealing with breaches of discipline as reported by team managers and refer on to the sports co-ordinator any serious problems.
- Ensuring, where agreed, adult managers and coaches are reimbursed for travel expenses.
- Co-ordinating registrations, trials and selection procedures.
- Collating information for communication to parents.
- Organising uniform orders and numbers.
- Completing written evaluation of the season and inventory of equipment and uniforms.
- Ordering sports uniforms.

Associated Documents:

The Sporting Behaviour Policy is to be read in conjunction with:

- Important information for managers (Appendix 1)
- Sports Policy No. 2 – Co-curricular (Sporting Participation) Policy
- Sports Policy No.1 – Sporting behaviour

Policy reviewed: 8 March 2017

Ratified by the Board of Trustees: 15 March 2017

Next review: November 2020

Responsibility: College Sports Committee

Signed: _____ Date _____
Board of Trustees Chairperson