**KingsWay School**

**Sport**

Coaches and Managers’ Guide



**Introduction**

Inspire & Influence through Sport.

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 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.

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 spor
* A whole person approach to coaching and participating, namely physical, spiritual, social and emotional

Yours Sincerely

The Sports Department

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

**Contents A - Z**

* Booking facilities/van
* Cancellations/defaults
* Captains
* Coach
* Code of conduct
* Contact details
* End of year function
* Entering teams
* Equipment
* First Aid
* Game Day Complaints
* Manager
* Notices
* Principles of Fair Play Policy
* Prize giving
* Small-sided games
* Training sessions
* Useful Web Sites

Please note that a coach’s tenure is for one season only.   
The final decision for team coach will rest solely with the TIC,

Sports Co-ordinator & Senior Management in Charge of Sport.  
  
It remains the prerogative of the Head of Sport to terminate a coaching role if it is deemed to be in the best interest of the team.

**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 your TIC/Sports Office before booking additional practices or venues

**Cancellations/Defaults**

Please check with the TIC/ sports dept if you need to cancel a game/training for any reason. There is usually a default fee charged by the sporting centre to the school if not done in the correct way or in a certain time frame.   
In the event of cancellations from another team please text and e-mail parents/students, inform the school to put it on the school app and on the school face book page. Most cancellations have to be made by 1pm the previous day.

If a training game is cancelled, then please let the players/parents know asap through as many outlets as you can. The group contact page, text, school notices, school app, KWS facebook page etc.

**Captains**  
  
**How to elect your two captains**

The coach, along with the manager if involved at trainings/games, elect by secret ballot the appointment of two responsible team members to hold the position of Captains. This is not done until the end of week 2 of games to allow the players to see how each individual player conducts themselves.  
 Year’s 7–13 compulsory. Years 1–6 coaches generally share this title 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.

* 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.

**Outline of a Captain**

* **Embodies the culture/values of the school and the team**
* **Never shows favouritism or promotes cliques**
* Good communicator
* Has a positive relationship with players and Coach
* Inspires and motivates the people around them
* Leads by example
* Mentally strong & emotionally disciplined
* Positive attitude
* Puts the team first
* Role model on and off the court/field
* Works harder than anyone else on the team and steps it up when the team needs them

**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).

**Coach**

**Expectations of Coach**

* Please keep trainings to the times you have arranged, come to  
   trainings organised, having a planned training session and  
   displaying a Christian attitude.
* Coaches exemplify honesty, integrity, fair play and sportsmanship  
   regardless of the impact that might have upon the outcome of the  
   competition.  Model and teach your players to honour the game,  
   rules, officials, opposition & ones-self.
* Lead in attitude by:
* Being fair and encouraging players and parents to do the  
   same.
* Promoting excellence and fairness.
* Encouraging students to greet the other team. Captains to  
   thank referee/umpires/opposition coach after game
* Any breaches of the Players’ Code of Conduct should be reported to  
   the sports department as soon as possible after the incident.
* Attend key dates on the KingsWay School‘s sporting calendar  
   e.g. Prize giving
* Model and adhere to SportNZ Code of Ethics   
  <https://sportnz.org.nz/managing-sport/search-for-a-resource/guides/coaches-code-of-ethics>
* Be considerate and reasonable in your demands on student's time,  
   energy and enthusiasm. Kids sports is only one part of their busy  
   lives.
* Always ensure that the time players spend with you as coach is a  
   positive experience. Players participate for enjoyment, health and  
   winning is only part of the game. Never use negative words, ridicule  
   or yell at children for making a mistake or not winning.
* In the case of injured players. Follow the advice of a trained  
   medical personnel when determining whether an injured child is  
   ready to recommence training and competition. Please fill in the  
   Sport Injury form by using the link on the School Website under  
   your sport, this will be sent directly to the school nurse.
* Remember only the Senior School 1st teams may 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.

 It remains the prerogative of the Head of Sport to terminate a coaching role if it is deemed to be in the best interest of the team.

**Role of the Coach**

* Teach the skills of the game.
* Promote an excellent team culture which is aligned with KWS  
   schools principles & policies.
* Keep updated on the latest practices in relation to your sporting  
   code, to the best of your ability or circumstances.
* Coaches must ensure all equipment is collected in at the end of  
   each training session and at the end of each game.

**Code of conduct**

This is on the school website under sport information section.

<https://www.kingsway.school.nz/co-curricular/sport/sport-information/code-of-conduct>

**Contact Details**

Teachers in Charge of Codes.

* Contact details on the KWS School website under your sporting code or the name of the TIC followed by …@kingsway.school.nz

E.g. [John.Smith@kingsway.school.nz](mailto:John.Smith@kingsway.school.nz)   
Sports Department

* Ph 09 427 0996
* Email: [sport@kingsway.school.nz](mailto:sport@kingsway.school.nz)

**End of Year Functions**

Any end of year team function is organised by the team but must also follow KingsWay School standards and code of conduct, please observe the correct protocol. All parents must be notified and be aware they are fully responsible for their own child.

**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.

**Equipment**   
  
Sports 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.

**First Aid**

Prevention is better than cure. Ensure all players warm up. If a player is late ensure they warm up first. Please keep a record on hand of any players medical requirements. The first 24-48 hours is vital. Any students with injuries should be referred to a doctor/physiotherapist or hospital depending on the severity of the injury. Good injury management can mean the difference between two and 6 weeks or more off sport.

If any player is injured at a game or training, please fill out an electronic [injury form](https://forms.office.com/Pages/ResponsePage.aspx?id=hg3Xe_uAskir1yH5LOkydoRl4WzByN1Lo5ZjxmhfrFVUMzZaMUFZWkpVOUUwSVIzTkg2QU1MV1kwWi4u), the link is on the school web site under sport information. This form is sent directly to the school nurse for her information.  
   
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.

**Soft tissue (muscles etc).**

**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 –** sit/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.

**Concussion**

It is important that any suspected concussion is reported to the players parents as well as the school nurse via the sports injury form (see above)

**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.

The ACC website has great warm up ideas for all sports <https://www.accsportsmart.co.nz/warmup/>

**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.

**Game Day Complaints**

Please DO NOT put in a complaint against the other team/players to the sporting centre, other school or coaching staff without first talking to the TIC/Sports Dept. There is a procedure for doing this and it must go through the school. There are few exceptions to this rule, one is in netball. If the other team/umpire is not playing in line with fair play rules you may request at the control centre for a staff member to come and watch the game whilst it is in play.

**Manager**

**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 of your team players. Please do not use details of players for any other purposes than for team events. **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.
* If possible, collect the whole team's 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 within 1 week of the last game. Alternatively the players bring them into the sports department individually.

**Notices**

For Senior and Middle School students: Decide at the beginning of the season how best to communicate with your team. Whether is by e-mail, text or social media team group page e.g Whats App. Please make sure your TIC or a member of the sport dept is on your group chat. This is so they can contact the team, if necessary, throughout the season.

Students may not be released from class early for sports unless permission is granted from the sports department or TIC and the student's teacher(s).

Student coaches are not to excuse themselves from class to consult with team members.

**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.

**Prize giving**

At the end of the season you will be expected to nominate players for the following awards: Most Improved Player, Coach’s Award and Most Valuable Players. You will also be able to nominate students for sportsmanship and leadership awards. See sport information page for full [Prize giving criteria](https://www.kingsway.school.nz/co-curricular/sport/sport-information/sport-prize-giving-award-criteria) for awards.

**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

**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.

**Uniforms**   
  
[Read](https://www.kingsway.school.nz/co-curricular/sport/sport-information/uniform-information) and direct parents to uniform care under the ‘Sport Information’ on the school website.

**Useful Web sites**

PCA - Positive Coaching Alliance - [www.positivecoach.org](http://www.positivecoach.org)

SportNZ 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](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/>

List of National sporting Org. <http://www.sportnz.org.nz/en-nz/our-partners/National-Sports-Organisations/List-of-recognised-NSOs/>