

# KingsWay School Sport

## Coaches and Managers' Guide



### **Inspire & Influence through Sport.**

The KingsWay School Sports Department extends its sincere gratitude for your involvement with our sport teams. Your dedication and support are integral to the success of sports at KingsWay, and we appreciate the time, effort, and passion you bring to coaching and managing.

To support you in your role, the Sports Department has developed a Coaches and Managers' Guide, designed to provide key information and practical advice. While comprehensive, this guide serves as a framework, and exceptions may arise that can be addressed with the Director of Sport.

Yours Sincerely

The Sports Department

**Coaching is unlocking a person's potential to maximize their own performance. It is helping them learn, not telling them what to do.**

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## Booking facilities or the school van

Please do this through your TIC & Sports Office to avoid confusion. There is a cost to using the school van, which will be TBC per kilometre.

Please notify your TIC/Sports Office before booking additional practices or venues

## Cancellations/Defaults

**Cancellation Process:** Always consult with the TIC or Sports Department before cancelling a game or training. Do not contact the sporting organisation or opposition directly without permission from the Sports Department/TIC.

**Default Fees:** Be aware that default fees may apply if a cancellation is not handled correctly or within the specified time frame.

**Weather Considerations:** Rain is not a valid reason to cancel games (or trainings) for winter sports. For example, in netball, a team must take the court if they have a minimum of five players. Please ensure you are familiar with the specific rules for your sport.

**Communication:** If a training or game is cancelled, inform players and parents as soon as possible via your Team Reach page and email. Also, notify the TIC and Sports Department via email.

# Captains

## How to elect your TWO captains

For Years 7–13, captains are elected by secret ballot. For Years 1–6, the coach typically rotates this role among the team, with the 'Player of the Day' from the previous game serving as captain for the following week.

- Election Process:
  - By the end of Week 2 of the season, the coach (and manager if involved) selects two captains by secret ballot.
  - The coach outlines the expectations for the captains.
  - Players who do not wish to be considered must be identified.
  - Team members, coach, and manager (if involved at trainings and games) each cast two votes to choose the two players most suited for the captaincy.
  - In the event of a tie, a re-vote between the tied players is conducted.

## Role and Responsibilities of a Captain

A captain embodies the culture and values of the school and team, serving as a leader both on and off the field. Key qualities include:

- **Team & School Values:** Represents the culture and values of the team and school.
- **Fairness:** Never shows favouritism or promotes cliques.
- **Communication:** Acts as a strong and clear communicator.
- **Relationships:** Maintains a positive relationship with players and the coach.
- **Inspiration & Motivation:** Inspires and motivates others around them. Maintains an optimistic outlook in all situations.
- **Lead by Example:** Demonstrates leadership through actions, not just words. Prioritises the needs of the team above personal interests.
- **Mental & Emotional Discipline:** Shows resilience and emotional control under pressure.
- **Hard Work:** Works harder than anyone else and rises to the occasion when needed.

## Captain's Duties

- Liaise with the opposing captain regarding game details.
- Ensure any players not at training or games has informed the Coach
- Communicate with the referee or umpire.
- Take the toss at the start of the game.
- Initiate pre- and post-game team cheers.
- Thank the referee, coach, and opposing team.
- Start practice sessions if the coach is late.
- Attend all trainings and games (as arranged with the Sports Department/Coach).

# Coach

## Role of a Coach

KingsWay School sport coaches are uniquely positioned to inspire and influence young lives, merging faith with skill development in a way that fosters holistic growth. By integrating biblical principles into your coaching, you can create an environment where sports provide a unique platform.

Thank you for partnering with us in this important mission.

### 1. Model Christ-Like Character

Your actions often speak louder than your words. Demonstrate humility, patience, integrity, and compassion, both on and off the field. Through your leadership, you can reflect Christ's love and set an example of servant leadership for your athletes.

*"In everything set them an example by doing what is good."* – Titus 2:7

### 2. Build Character Through Sport

Sports offer valuable life lessons in resilience, integrity, time management, and teamwork. Use these moments to help athletes see that success is not defined by trophies or accolades but by growth in character and faith.

- Teach players to win with humility and lose with grace.
- If your team faces tough competition, set effort-based goals and celebrate progress over results.

### 3. Foster a Culture of Encouragement and Unity

Create a team culture where athletes support, uplift, and care for one another..

- Encourage team prayer
- Celebrate acts of kindness, sportsmanship, and selflessness.

Every player possesses unique God-given gifts. Encourage athletes to work diligently, respect others, and use their abilities to glorify God.

### 4. Build Relationships

As a coach, you have the privilege of building relationships that has the potential to leave a lasting impact on the spiritual and personal lives of your players.

- Be approachable and genuinely care for each player's well-being.
- Commit to praying for their growth, both on and off the field.

### Coaches expectations

- **Fair Play:** For all teams (except Senior School 1st teams), ensure fair and **equal game time** for all players throughout the season.

- **Training Sessions:** Adhere to scheduled training times. Arrive prepared with a planned and organized session.
- **Uniform Standards:** Ensure uniforms are worn correctly, with no deviations such as t shirts under the tops showing, compression wraps (without a medical certificate - some athletes wear these as a fashion item), odd socks or headbands. Remind players that uniforms are only to be worn at games and NOT at trainings or around school/home.
- **Player Conduct:** Report any breaches of the Players' Code of Conduct to the Sports Department promptly.
- **Reasonable Expectations:** Be considerate of students' time, energy, and other commitments—sport is just one aspect of their busy lives.
- **Player Eligibility:** Ensure that only KingsWay registered members play in your team. Any changes, such as borrowing players, must be approved by the TIC or Sports Dept. Notify the sports centre to maintain integrity.
- **Injuries:** Report injured players by completing the [Sport Injury form](#) available on the school website under your sport.
- **Stay Updated:** Keep informed about best practices and updates within your sporting code, to the best of your ability or circumstances.
- **Equipment Management:** Ensure all equipment is collected at the end of each training session and game.
- **KingsWay Supporters:** Concerns regarding supporters' behaviour not aligning with our Supporters' Code of Conduct should be addressed immediately during the event. The Supporters' Code of Conduct is available on the School Website. For any serious breaches, or if further follow-up is required, please email the Sports Department or TIC for guidance.

N.B. Please note that a coaches tenure is for one season only. The final decision for a team coach will rest solely with the TIC and Director of Sport. The Head of Sport reserves the right to terminate a coaching role if it is determined to be in the team's best interest.

## Code of conduct

The players and supporters code of conduct is on the school website under sport information section.

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

## Communication

Once the team details are provided to the manager, they should invite parents and all team members (Years 9-13) to join the 'Team Reach' App. All communication will then be handled through this platform, which includes features for game times, scores, photos, and messages. Ensure your TIC is a member of the group chat to relay important notices or defaults as they arise.

**All Team Reach App must be named as follows:**

Start with sport/year group/name/ followed by year. In the case of Basketball please add the term at the end e.g T1 or T2. e.g. **BBY5&6Xtreme25T1** or **FootballY7Thunder25** or **NetballSnr325**. If there is any doubt please request a code from the sports dept.

## 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 09 200 1931 ext 329
- 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 SANCTIONED through the Sport Department prior to being entered in a competition.

## Equipment

- **Issuing of Gear:** Sports gear is provided to the coach at the beginning of the season. Please consult with the Teacher in Charge (TIC) of your sport for details on gear distribution.
- **Return of Gear:** Coaches are responsible for ensuring that all gear is returned in good condition at the end of the season.
- **Collection of Gear:** Assign a player to collect all gear at the end of each training or game. Do not release players until all gear is accounted for. This ensures items are not lost, and avoids the coach having to search for them.
- **Return Process:** At the season's end, all gear and jackets must be returned to the Teacher in Charge of the sport and signed off as part of the gear return process.

## First Aid

**Warm-Up:** Prevention is better than cure. Ensure all players warm up properly before each training or game. If a player is late, ensure they warm up first to prevent injury.

<https://www.accsportsmart.co.nz/warmup/>

**Medical Requirements:** Be aware of any medical requirements, that may affect training or games. Older students can inform you, younger students you may need to ask parents to inform you.

**Injury Reporting:** If a player is injured during a game or training, complete the electronic [INJURY FORM](#) available on the school website under sports information. This form is sent directly to the school nurse for follow-up. Parents must always be informed of any injury especially possibly concussions.

**Gender Sensitivity:** Male coaches should refrain from dealing with injuries or illnesses of female students, wherever possible. A female coach, teacher, or manager should manage these situations.

**Cool down:** Stretching after activity helps to ensure maximum flexibility, relax the muscles, return them to their resting length. Allow 5 – 10 minutes.

### Soft tissue (muscles etc).

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

<b>Rest it -</b>	it is never worth sending a player in to play if you aren't <b>100%</b> sure about the extent of damage.
<b>Ice it –</b>	10-15 mins every 2 hours, do not put ice directly on to skin.
<b>Compression -</b>	Apply a bandage to the area.
<b>Elevate it –</b>	Sit/lie the player down and/or raise the limb as much as you can.
<b>Diagnosis -</b>	Get a professional to analyse it asap.

### Suspected bone, neck, head injuries or suspected concussion.

- Do not move the player at all!
- Ask questions how they feel, what day it is where they are playing, observe them, if in doubt call an ambulance immediately. If during school hours the school nurse will be available for help and advice.
- Keep the player warm and provide encouragement.

## **Game Day Complaints**

Please **DO NOT** submit complaints against the opposing team, players, or coaching staff directly to the sporting centre or other schools without first consulting the Teacher in Charge (TIC) and/or Sports Department. There is a formal procedure for addressing such issues, and it must go through the school.

**Exceptions:** In netball, if the opposing team or umpire is not adhering to fair play rules, you may request a member from the control centre to observe the game in progress. This is typically made at the coach or manager request. If you have to report a game please e-mail details to the sports dept for their information.



# Manager

## Role of the Manager

- **Support the Coach:** Assist the coach and liaise with team members, parents, Teacher in Charge (TIC), and Sports Department.
- **Player Eligibility:** Ensure that only KingsWay registered members play in your team. Any changes, such as borrowing players, must be approved by the TIC or Sports Dept. Notify the sports centre to maintain integrity.
- **Team Communication:** Set up & invite players (Y9-13) and parents to the Team Reach App. Ensure information about game details (who, where, when).are updates on Team Reach App in a timely fashion. (See above under COMMUNICATION for team name)
- **Maintain Contact Information:** Keep a secure list of player names and contact details for team-related purposes only. Obtain parent consent before distributing any phone numbers or contact details. Parents can contact other parents on team Reach without sharing phone numbers.
- **Uniform Standards:** Ensure uniforms are worn correctly, with no deviations such as odd socks or headbands. Remind players that uniforms are only to be worn at games and NOT at trainings or around school/home.
- **Transport Coordination:** Allow parents to arrange transport for players the Team Reach App, if necessary. Ensure players can get to game.
- **Report Concerns:** Discuss concerns with coach and communicate any incidents to the TIC/Director of Sport.
- **Uniform Return:** Remind players and parents to return uniforms once the season is finished.
- **KingsWay Supporters:** Concerns regarding supporters' behaviour not aligning with our Supporters' Code of Conduct should be addressed immediately during the event. The Supporters' Code of Conduct is available on the School Website. For any serious breaches, or if further follow-up is required, please email the Sports Department or TIC for guidance.

[Supporters Code of Conduct](#)

## Prize giving

At the end of the season, Coaches, in conjunction with Managers (if involved with trainings or games), will be expected to nominate players for the following awards:

- Most Improved Player
- Most Valuable Player

Primary teams will also select a player for the Coaches Award. Additionally, nominations can be made for Sportsmanship and Leadership Awards. For full prize giving criteria, please refer to the Sport Information page. [Prize giving criteria](#)

## Training session

**Player centred approach:** At KingsWay we encourage our coaches to use a player centred approach to coaching. This is where, “athletes take ownership of their learning, thus increasing their opportunities and strengthening their abilities to retain important skills and ideas. This learning also develops athletes’ ability to make informed decisions during

competitions, an important element in successful performance at any sporting level. It helps athletes to take a leadership role and ownership in enhancing the team culture.” Lynn Kidman

Some of the characteristics associated with player-centred coaching including use of small sided games approach, use of questioning, development of a good team culture. If you would like to find out more please contact the sports dept.

**Small Sided Games:** KingsWay school recommends the use of small sided games in trainings. These 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

Students may not be released early from class for sports unless permission is granted by the Head of School, student's teachers/TIC. Student coaches are not to excuse themselves from class to consult with team members.

## Uniforms

[Read](#) and direct parents to uniform care under the 'Sport Information' on the school website.

No players can wear the KWS Sports uniform for anything other than games. It is not allowed to be worn at trainings/ PE practice or for playing in.

## Useful Web sites

KingsWay Web site under Sport & Culture/Sport at KingsWay/Coaches and Managers has a section with lesson plans for a variety of sports <https://kingsway.school.nz/sport-culture/sport-at-kingsway/coaches-and-managers/>