

Glenfield College would like to welcome all coaches to the Glenfield Coaching Team. Your time and commitment is very much appreciated, without you our sport teams could not participate.

To assist with your coaching this year, we have compiled the Glenfield College Coaches Guide. This guide includes information on school procedures, Fair Play policies, first aid procedures, general coaching information and useful contact phone numbers and a map of the school grounds.

SPORT COACHING PHILOSOPHY

As coaches, we are there for our players and provide an opportunity to develop skills in a friendly, positive learning environment, which will be:

- Challenging and fun.
- Safe and enhance a sense of belonging.
- Provide equal participation opportunities for all students.
- Emphasize fair play and uphold the spirit of good sportsmanship.
- Encourage players to learn.
- Foster participation, teamwork, healthy competition and skill development with a view to developing individuals who are confident, creative and accountable decision makers.

This environment will foster the growth of your athletes by teaching them:

- Commitment to their sport and teams,
- Dealing with adversity and diversity
- Self-belief
- Cooperation
- Perseverance
- Ambition, self-discipline and a drive to excel

This means that the coach is not judged on the result of the game. The test is if players are enjoying themselves and look forward to coming back each week, learning and developing their core skills constantly to provide them with a solid base as they progress in their sport and in life.

Finally, the coach needs to demonstrate effective leadership by maintaining the desired standards of behaviour within the group that will instil confidence in all athletes knowing that their welfare and development is most critical.

PLAY HARD BUT FAIR

TABLE OF CONTENTS

Introduction	1
Sport Coaching Philosophy	1
Role of Teacher In Charge	3
Role of the Coach	4
Role of the Manager	5
Role of the Captain	6
Child Protection	7
Fair Play Policy	10
Codes of Conduct	10
Contact Numbers	11
Sports Facilities and Administrative Rooms	11
Map of Facilities	11
Sports Facebook Page	12
Uniform Issue	12
Sports Gear Issue	12
Draws	12
Results	12
Booking Facilities	12
Teachers In Charge	13
Safe Sport	14
Warm Up	14
How to Coach a Skill	14
Warm Down	14
Dos' For An Effective Coaching Session	15
Attendance of Practices	15
Coaching Courses	15
Keeping Records	15
Final Word	16
First Aid	17
Serious Injury Report Form	19
Team List	20
Coach Planning Resources	21

TRIALS

- Arrange Trials for your Code and forward to the Sports Coordinator number of teams to be entered ASAP.
- Announce teams 4 weeks before the competition starts.

PRACTICES

- Liaise with the Sports Coordinator to arrange practice times for your Code.
- Indoor Sports please confirm gym bookings with the Sports Coordinator.
- In absence of team manager, follow up with students who have been missing trainings

FEES

- Relay (weekly updates from Sports Co-ordinator) Sports Fees due to Coaches / Managers to chase up.
- **PLEASE do not ALLOW any student to play if they have not paid in full, or parents have set up an Automatic Payment Account (A.P. forms are available at the office) or are paying \$10 per week which the Coach / Manager of the team will be responsible to see that they pay.**
- Uniforms / Practice and match gear will be issued by the Sports Coordinator.
- Forward DRAWS to Coaches and Managers.

TOURNAMENTS

If you WISH for your first team to take part in a Tournament in the first week of September, the Sports Coordinator will enter the teams and forward relevant information to you.

The Coach, Manager and the TIC will be responsible for:

- a) Funding, if required
- b) Accommodation – (see Sports Director/ Coordinator for information)
- c) Transport – (see Sports Director/ Coordinator for information)
- d) Providing a budget and issuing permission slips to parents
- e) Students to pay at the Payment Centre or set up an A.P. account, before the competition starts.

ROLE OF THE COACH



As a coach you must always remember that while the physical skills you teach your athletes may be useful for a short time, the attitudes and values they develop towards themselves and others will stay with them forever. The effective coach plans ahead, learns from previous experiences, understands and appreciates the strength and weaknesses of individual athletes and is continually seeking coaching knowledge. Winning should be encouraged but emphasis should be on the performance of all the athletes.

DUTIES

- Select team or squad.
- Select your assistant coach.
- Issue team list with name, address and phone number (copy to Sports Coordinator).
- Through practices develop skills, fitness, mental and tactical approaches to the sport.
- Appoint two responsible team members to hold positions of captain and vice-captain.
- Encourage players, parents and spectators to adhere to the Fair Play Charter.
- Ensure draws are distributed, transport is organized and uniforms are always worn correctly – as for manager.
- Carry basic First Aid equipment (provided by the school).
- Delegate your captain to communicate results to your Sports Coordinator and incidents of Fair Play to Teacher in Charge (TIC).
- Be available at practice and on game day: or organize with team manager if you are going to be unavailable.

ROLE OF THE MANAGER

The team manager is essential to the overall success of the team throughout the season. He/she plays a key role in providing the necessary organization and communication which is required for a healthy and successful team environment. In addition, he/she provides logistical and technical support for the coaches, counseling and support to the team, and becomes a catalyst for the involvement of all parents (local community).

- Support the Coach and liaise with team members.
- Relay weekly updates from Sports Coordinator to Coaches and players about outstanding Sports Fees.
- Organise equipment for team practices and the game.(Water bottles and First Aid Bag)
- Ensure team members know who, where and when they are playing.
- Collate team lists of names, addresses and phone numbers.
- Ensure uniforms are worn correctly.
- Organise transport arrangements.
- Report any concerns to the Coach or TIC
- Initiate dialogue, communication, and involvement among parents.
- Complete game sheets and submit to relevant organization.
- Assist where required with medical problems (injuries).

Suggestions

Form telephone committee to share phoning duties

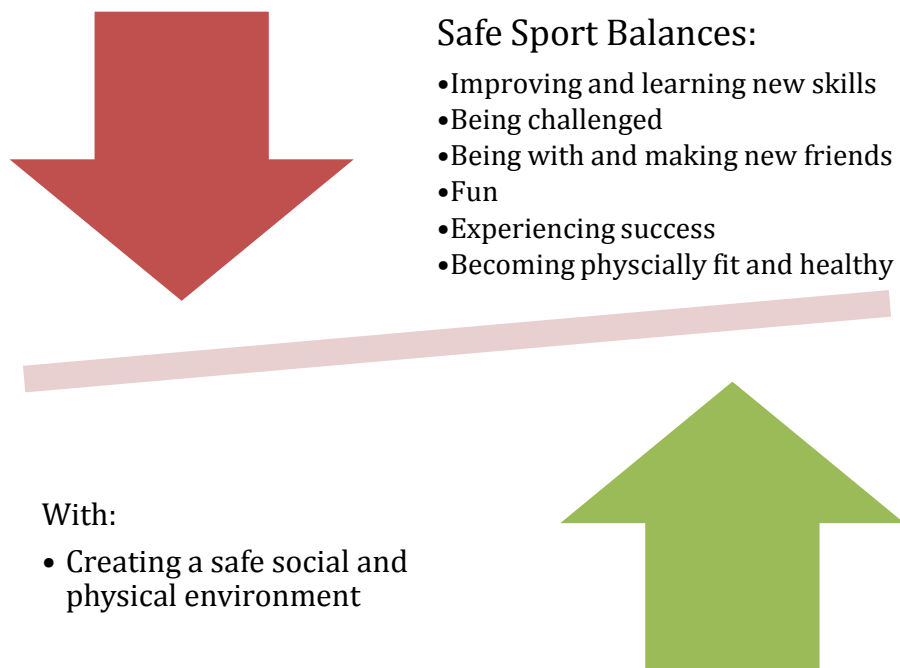
Use team meetings to explain team rules and ensure everyone is aware of team goals

Use parent meetings to communicate information and gather opinions and assistance.

ROLE OF CAPTAIN

The captain is a leader on and off the 'field'.

- Welcomes opposition teams at home games, shows changing rooms and fields/courts
- Liaises with the coach regarding the game
- Only person who should speak to the referee / umpire, at the same time show respects to the referee/umpire and their decision
- At the game:
 - Take the toss
 - Talk to referee / umpire
 - After-match cheer, handshakes
 - Thank the referee / umpire, opposition coach
 - Make after-match speeches and thank yous
- Encouraging of team mates, displays Fair Play and make positive comments
- Hand in results to the Sports Council Rep the day after their match.



Safe sport for children is about balancing what children want to get from their sporting experience while ensuring they are not subject to harm caused by an adverse social/or physical environment.

Children can be harmed through their experiences of sport and recreation. This harm can take many forms including: physical harm from engaging in physical activity, emotional abuse, bullying, put-downs, inappropriate cultural practices, physical and sexual abuse, and other harmful practices. Harmful practices have no place in sport.

To ensure safe sport from children, Glenfield College proposes a four pronged approach that involves the following steps:

1. Preventing those who have been identified as causing harm to children from having contact with children in sport
2. Removing and/or minimising any risks of, and opportunities for, harm to children
3. Identifying and stopping inappropriate behaviour if it occurs
4. Providing support to children and their families should a child be harmed

Create a safe and open working environment that reduces risk to staff, volunteers, and children.

- Do not send children off to train alone and out of sight and supervision
- Ensure that any filming or photography of children is appropriate
- Ensure that all physical contact with children is relevant and appropriate to the activity.
- Do not engage in communication with a child, on a one-on-one basis, through social media, texting or email, other than for relevant coach/athlete feedback or administration.
- Do not allow parents, coaches, other children, or spectators to engage in any type of bullying behaviour (this include cyber/text bullying)

Avoid situations where you are alone with a child

- Avoid private or unobserved situations, including being alone with a child in the changing rooms
- Avoid entering changing rooms – if you must enter, knock and announce yourself and try have at least one other adult with you
- Avoid driving a child unaccompanied
- Do not invite or encourage children to your home

Types of harm:

Physical

- Injury caused by: Environmental conditions, unsafe equipment and/or facilities, poor technique, violent or aggressive behaviour.

Social, emotional, cultural

- Emotional harm occurs when a child's self-esteem is undermined
- Social harm damages the relationships that children have with other children and adults
- Cultural harm occurs when a child's beliefs or practices are not acknowledged or accepted

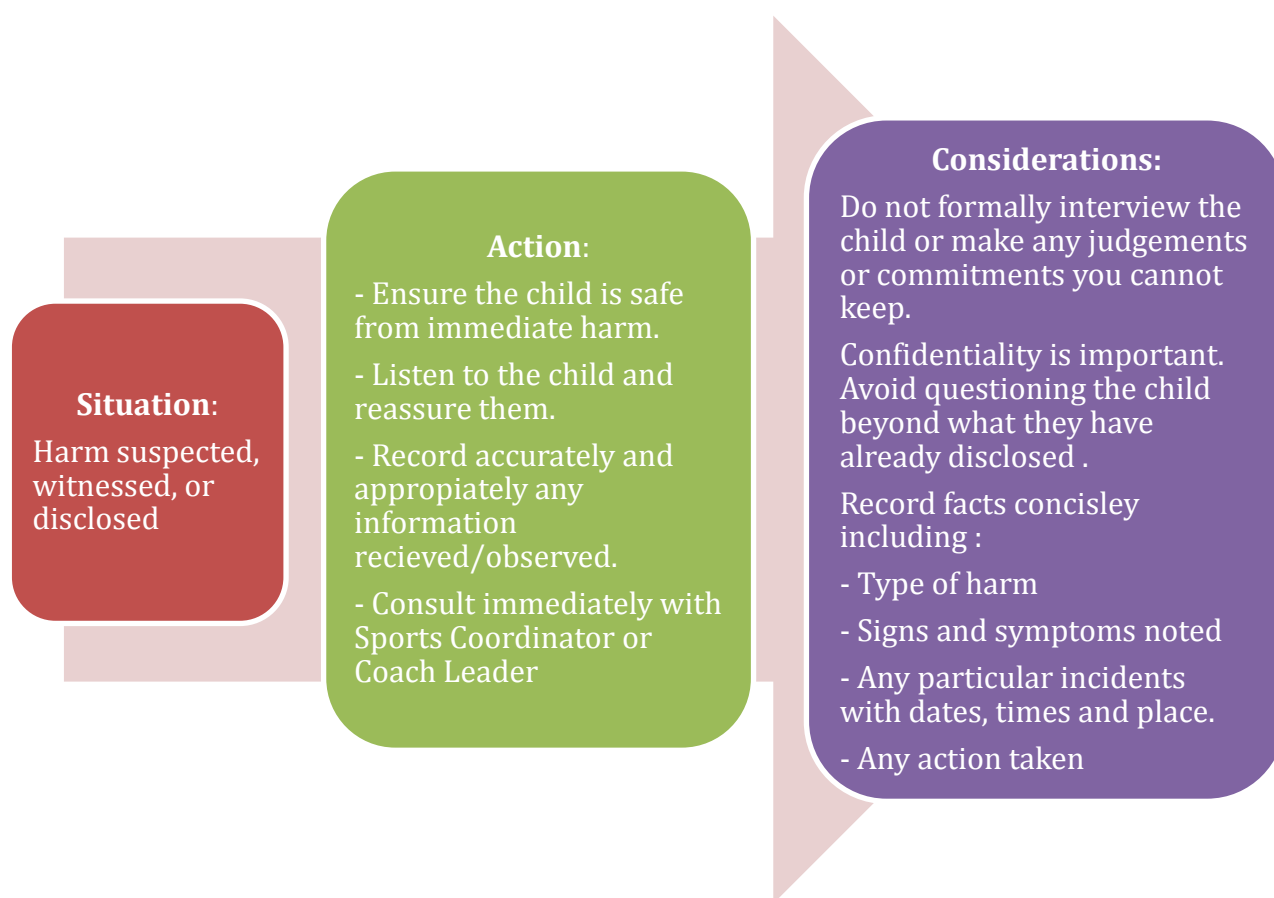
Sexual

- Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities as well as non-contact acts such as involving children in the looking at or production of sexual images, sexual activities and sexual behaviours.

Neglect

- Neglect is the persistent failure to meet a child's basic physical and/or psychological needs causing long term serious harm to the child's health or development. It may also include the neglect of a child's basic or emotional needs. Neglect is a lack: of action, emotion or basic needs.

Glenfield College Process for Responding to Suspected or Disclosed Harm:



FAIR PLAY POLICY

Glenfield College supports the Hillary Commission Fair Play Policy currently implemented by Schools and Clubs.

Principles of Fair Play

The underlying principles remain:

1. Respect for the game and its rule.
2. Respect for the officials and acceptance of decisions.
3. Respect for the opponent.
4. Concern for equal opportunity.
5. Maintenance of dignity under all circumstances.
6. Give it heaps, but don't get ugly.

CODES OF CONDUCT

Players Code of Conduct

- Respect and co-operate with team mates, officials, coaches and opponents.
- Accept decisions of officials, without them there will be no game.
- Do not use bad language or insult opponents, coaches or spectators.
- Have a good knowledge of the rules, play by the letter and spirit of the rules.
- Have a desire to play to your best ability, enjoy the game and develop your skills while accepting your limitations.

Coach's Code of Conduct

- Teach the values of Fair Play, practice them, and expect your players to respect these values.
- Never argue with referees, officials, and coaches in front of players or spectators.
- Respect and treat players as individuals recognizing their different levels of ability.
- Never ridicule a player, use only constructive criticism and encourage players to be disciplined and honest.
- Discourage a 'Win at all costs' attitude.

Spectators' Code of Conduct

- Show equal respect to players and supporters from both teams.
- Do not ridicule players.
- Show respect for officials, never criticize their decisions.
- Give teams and players positive support.

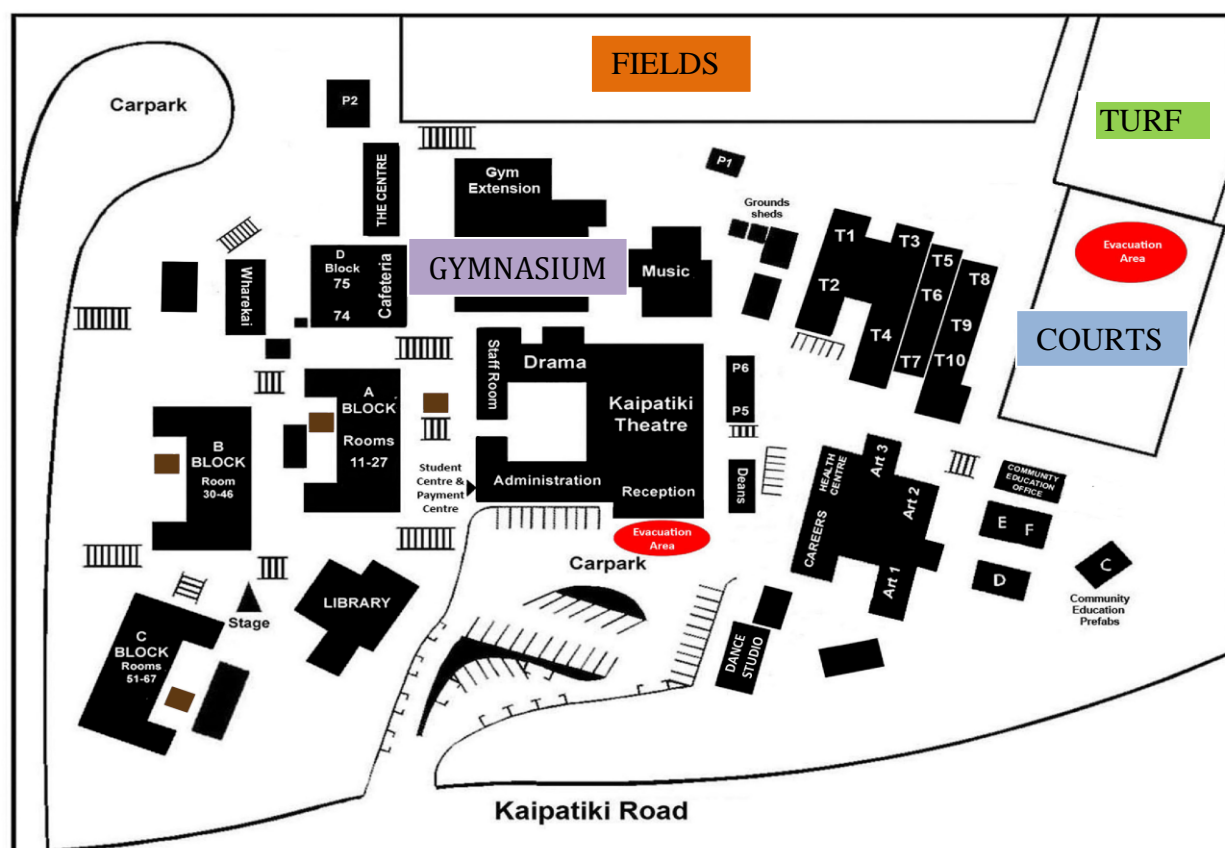
CONTACT NUMBERS

Glenfield College	444 – 9066
Sports Coordinator	444 – 9066 ext 625
College Sport	845 – 8496
Harbour Sport	415 – 4610
Harbour Badminton	410 – 6941
Harbour Basketball	443 – 3854
Harbour Hockey	415 – 7396
Harbour Netball	418 – 0022
Harbour Rugby	447 – 2100
Tennis Northern	414 – 5530
Harbour Volleyball	448 - 0309

SPORTS FACILITY & ADMINISTRATION ROOMS

Fitness Centre x 1	Tennis Courts x 8
Rugby Field x 1	Netball Courts x 6
Soccer Field x 1	Outdoor Basketball Court
Gynmasium x 2 / Indoor Basketball Court	Cricket Nets
Hockey Turf x 1	

MAP OF FACILITIES



SPORTS FACEBOOK PAGE

The Glenfield College Sport and Recreation Facebook page is used to post information about upcoming competitions and courses, draws, results and photos. We would like to ask all coaches to share their photos, comments and results on this page.

UNIFORM ISSUE

This is done by the Sports Coordinator situated in the Funky Chicken Room.

SPORTS GEAR ISSUE

Sports gear is issued to the coach. This again is done through the Sports Coordinator. Practice gear is provided along with any equipment needed for match play. The gear is issued to you as a coach and it is your responsibility to see that it is looked after and everything is returned in good condition at the end of the season.

DRAWS

Most sports are provided with a draw for the whole or part of season play. This excludes rugby, which receives a draw weekly. All draw links will be posted on the Glenfield College Website and can be checked by players regularly.

A complete draw will also be provided to the coach by email. It is suggested that you provide your captain with a copy and you may feel it is necessary to provide all players with a copy. It is your decision.

RESULTS

Results should be handed in by the Coach/Manager to the Sports Coordinator, the next school day after the team's match. This allows for the results to be sent to the appropriate organization so that points can be allocated.

BOOKING FACILITIES

For any bookings of Glenfield College's facilities within or outside school hours, please contact the Sports Coordinator, Kristel Leijten, on 4449066 (ext., 625).

TEACHERS IN CHARGE

SPORT	TEACHER IN CHARGE
Athletics	TBA
Archery	Kristel Leijten
Badminton	Kristel Leijten
Baseball	John Sinclair
Basketball	Alastair Tod
Cricket	Shaye Petit-Smith
Climbing	Kristel Leijten
Hockey	Gail Colliar
Netball	Alastair Tod
Rugby	Ted Benton
Soccer	Dave Bagwell
Surfing	Kristel Leijten
Table Tennis	Kipa Rangiheuea
Tennis	Kipa Rangiheuea
Touch	James Johnson
Tag	James Johnson
Waka Ama	Shaye Petit-Smith
Volleyball	Mira Stamm
Waterpolo	Karl Lee

SAFE SPORT

Make sport safe by ensure that your players have:

1. Plenty of space for the activity or game.
2. The correct equipment.
3. Suitable clothing, shoes and protective gear.
4. A warm up and warm down.
5. A fitness program.
6. Plenty of fluids.
7. A play fair attitude.
8. Not returned to sport too soon after an injury.
9. Practiced their skills.

WARM UP

The warm up prepares the body for sport or vigorous physical activity.

As a coach you should make sure:

- Everyone takes part.
- The warm up lasts at least 10 minutes.
- It starts with a slow jog or movements and builds up slowly.
- All muscle groups are stretched.
- Any skill-based activities are fun.

HOW TO COACH A SKILL

- Explain - keep it brief
- Demonstrate - make sure everyone can see
 - mention the teaching points / cue words
 - practice both sides of the body or both directions
- Observe - watch all players
 - provide positive, constructive and specific feedback
- Coach - be positive, supportive and specific in coaching
 - emphasize teaching points - demonstrate again if necessary

WARM DOWN

The warm down is the cooling down period in which the body returns to its normal state. It helps reduce muscle soreness and speeds recovery. The warm down should be:

- 3-4 minutes long.
- A slow jog or movements involving large muscle groups.
- Gentle stretching.
- Put warm clothes on
- Shower if available and dress warmly.

DO'S FOR AN EFFECTIVE COACHING SESSION

- DO plan your session
- DO be prompt – start on time and make it clear you expect players to do the same
- DO have enough equipment to teach skills
- DO keep sessions varied, interesting and fun
- DO give equal time to all players regardless of ability – let them all have a go
- DO give constructive feedback
- DO highlight the positive
- DO ask for feedback and listen
- DO be a positive role model
- DO finish on time
- DO give positive feedback and praise.

Make it fun for you and your players.

ATTENDANCE OF PRACTICES

Once a student has committed themselves to a team they are required to attend any practices or meetings which are arranged for the team. If they cannot attend they must have a legitimate excuse. If absence from practices and meetings becomes a regular occurrence then action must be taken.

As the coach, feel free to talk to the TIC or Sports Coordinator about any problems or concerns that you may have about the team either in general or about an individual student.

COACHING COURSES

There are a number of different coaching courses which are available to you. These courses run at different times throughout the year. Some courses are specific to sport codes, others are New Zealand certified and are general information for all coaches. If you are interested in doing any coaching courses please contact the Coach Leader and we will provide information on any up and coming courses or a contact number to ring. Wherever possible the school will cover any costs involved.

KEEPING RECORDS

To help with your coaching it is a good idea to take notes on games, individuals, training outcomes, training needs and other information. This will also help at the end of the season when you will be asked to fill in a sports prize giving and school magazine form. This requires you to award certificates to students for different reasons. If your records are accurate and up-to-date this job will be a lot easier.

FINAL WORD

Glenfield College would like to thank you for giving up your time to coach one of our sports teams. It is much appreciated. We hope that you enjoy the season and if there are any problems please don't hesitate to contact the Sports Coordinator. Have FUN!!!

SUCCESS ISN'T THE SAME AS WINNING!

Attachment 1: FIRST AID

In any sport there is a risk of one of your players injuring themselves in practice or when competing. As a coach you should:

1. Have a first aid kit.
2. Have a basic knowledge of what to do in case of an injury or accident.
3. Inform the Sports Coordinator about the injury or accident.

Suspects Head or Neck Injuries:

1. Don't move the player
2. Keep the player warm
3. Seek medical attention immediately.

Bleeding:

1. Apply pressure to the wound
2. Protect yourself and others from contact with blood
3. Raise the affected body part so that it is above the heart, if possible.

CPR:

If trained in Cardio Pulmonary Resuscitation (CPT), remember the Dr ABC Rule:

Danger
Response
Airway
Breathing
Circulation

Soft Tissue Injuries:

Sprains and bruising can be treated using the method known as Priced = Prevention:

Rest
Ice
Compression
Elevation
Diagnosis

- Prevent further injury by ceasing activity as soon as injury occurs
- Place crushed ice in damp towel
- Apply for 20 minutes – apply oil if skin is sensitive to stop burning
- Use bandage to hold ice pack in place and raise limb
- After 20 minutes remove ice and apply pressure bandage
- Keep limb raised (on stool or cushions) between ice treatments
- Repeat ice treatment and pressure bandage every four hours for first 24 hours
- After 24 hours exercise gently and follow ice treatment
- If there is no improvement in two days, see a doctor for diagnosis.

Concussion;

If concussion is suspected, ask the player the following questions:

- Which ground are we at?
- Which half is it?
- Which team are we playing today?
- Which team did we play last week?
- Who are you marking?

- Did we win last week?

Signs to watch for

Problems could arise over the first 24 hours. The player must go to a hospital at once if they:

- Have a headache that gets worse
- Are very drowsy or can't be woken up
- Can't recognise people or places
- Pass out or have a blackout
- Vomit more than three times
- Behave unusually or seem confused
- Are very irritable
- Have seizures (arms and legs jerk uncontrollably)
- Have weak arms or legs, are unsteady on your feet
- Slur speech

The person looking after the player needs to take the player straight to hospital or phone for an ambulance (111) if they notice any of the above signs. Don't hesitate. Remember it is better to be safe.

Returning to play

The player must stand down from play for a minimum of three weeks AND should not return to play or training until they are symptom free AND have medical clearance.



SERIOUS INJURY REPORT FORM TEAM MANAGEMENT REPORT

Serious injury reports must be completed for the following injuries:

- Any head or neck injury that requires the players to be transported directly from the ground to an emergency department, hospital or after hours medical centre
- Any injury that results in the admission of a player to hospital after a game
- Any injury that is expected to prevent a player from playing for a period of 4 weeks or longer

Please print clearly:

INJURED PERSON

Surname: _____

First name (s): _____

Date of Birth: / / Sport: _____ Male/Female

Playing Position: _____ Grade: _____

Type of Injury

Concussion	<input type="checkbox"/>
Fracture	<input type="checkbox"/>
Dislocation	<input type="checkbox"/>
Serious Joint	<input type="checkbox"/>
Other (<i>specify</i>)	<input type="checkbox"/>

On-field Treatment Provider

Coach	<input type="checkbox"/>
Parent	<input type="checkbox"/>
Referee	<input type="checkbox"/>
St Johns	<input type="checkbox"/>
Other (<i>specify</i>)	<input type="checkbox"/>

Site of Injury

Head	<input type="checkbox"/>
Neck	<input type="checkbox"/>
Shoulder	<input type="checkbox"/>
Back	<input type="checkbox"/>
Arm	<input type="checkbox"/>
Chest/Trunk	<input type="checkbox"/>
Lower leg	<input type="checkbox"/>
Thigh/Hamstring	<input type="checkbox"/>
Knee	<input type="checkbox"/>
Other (<i>specify</i>)	<input type="checkbox"/>

ACCIDENT DETAILS

Date: / / Time: _____ am/pm

Place: _____

Details of how the injury occurred: _____

Designation (e.g. Referee, Team Manager etc): _____

Contact No(s) Wk: _____ Home: _____ Mobile: _____

Club/School: _____

Signed: _____

Attachment 2: TEAM LIST

	Name	Form	Phone No
1			
2			
3			
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24			
25			

Team Gear Issued:

Other Phone Numbers

Coach:

Manager:

Sports Association:

SESSION PLAN STRUCTURE

Instructions/Explanation

- What are we trying to do?
- How are we going to do it?
- What should it look like when we do it?

Learning Activity 1

Learning Activity 2

Workout/Fitness

Game Practice

Reflection/Feedback

QUESTIONING

Questioning to stimulate player learning:

What happened?

So what? (*what does that mean?*)

Now what? (*What are you going to do now?*)

Low-order or simple questions to remember specific ideas are asked during drills:

- What part of the hand should you contact the ball when you spike it?
- Where should you aim when shooting in netball?

High-order questions to challenge athletes to apply, analyse, evaluate and create knowledge:

- How can we get the ball down the court quickly?
- How can we get around the defence?
- Why should we push the defence to the sideline?

TIMING

Think carefully about the length of activities in your session plan. Take into account:

- The overall maximum length of the session
- The transition/instruction time needed between activities
- The attention span of the athletes

Session Plan		Success Criteria <i>What the players will be able to do by the end of the session</i>	
Date :		Forwards/attack: Backs/defence:	
Team:			
Skills:			
	Time	Session plan	
Intro		Today we are going to...	
		When we do it well it will look/feel/sound like...	
Activities		ACTIVITY	Plan questioning – What happened?, So what?, Now what?
			COACHING POINTS FOR FORWARDS/ATTACK
			COACHING POINTS FOR BACKS/DEFENCE
Athlete reflect stretch		Key Questions	
Coaches Reflection What went well? What could improve? Next steps			

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Date :		
Team:		
Skills:		

	Time	Session plan		
Intro		Today we are going to... When we do it well it will look/feel/sound like...		
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Diagrams/notes