

SPORTS HANDBOOK



**INFORMATION FOR ALL
TE AWAMUTU COLLEGE
SPORTS CLUBS
2017**





*Dear Chairperson, Secretary, Treasurer, Coach, Manager,
Committee Member, Parent/Caregiver, Supporter*

EXCERPT FROM TE AWAMUTU COLLEGE CHARTER

- ★ We value sporting activities and encourage students to participate in sporting and physical activities.
- ★ Our teams and individuals will be encouraged and supported to gain regional and national recognition.
- ★ Our sports' leaders will be given responsibilities which will extend and enhance their personal development.

*Te Awamutu College appreciates the time, skills and energy
it takes for the running of the Sports Teams.*

A huge thank you to all volunteers of our Sports Teams.

*Please keep us informed with any information on how the teams are
performing, what your needs are, and if you have any concerns.*

Kia Kaha.

*Tony Membery (Principal)
Te Awamutu College Board of Trustees*

Te Awamutu College Board of Trustees Sports Committee:

Karina Belfield, Eoin Fitzpatrick, Craig Yarnley, Keith Bain



CONTACTS AT SCHOOL

Director of Sports – Keith Bain – 871-4199 extn 237 or kbain@tac.school.nz

*For Bookings of gym and vans and Charitable Trust applications -
Liz Parsons – 871-4199 extn 221 or
info@tac.school.nz*

*Financial information – Katrina Alquist – 871-4199 extn 223 or
kalquist@tac.school.nz*

CLUB MEMBERSHIP

All players in College teams must attend Te Awamutu College. Any variation to this is at the discretion of the Principal.

- The Student Centre must be notified of members of each team for entry in the school's student management system/data-base for reporting and financial purposes.

COMMITTEE MEETINGS AND SPORT

Each Committee should comprise of a Chairperson, Secretary, Treasurer and as many parents as you can rally.

- Before your first committee meeting, we would advise that you post out the notice to your teams' parents/caregivers. Your sport will have to pay for the postage/photocopying on this but we have found this more successful at getting parents/caregivers to meetings. Please feel free to give your newsletter to the Principal's PA to arrange photocopying and posting.
- Minutes of all meetings must be forwarded to info@tac.school.nz so they can be available for Board of Trustees members.

- The staffroom is available for all sports meetings. Please contact the Principal's PA (Liz Parsons) on 871-4199 ext 221 to book. Please also include our Director of Sports (Keith Bain – kbain@tac.school.nz) in your e-mailing list so that he is aware of meeting schedules.

FINANCIAL ACCOUNTS

All Sports Clubs must have an account within the school and that account is run by the Committee for each sport. You will liaise with Katrina Alquist (Finance Officer) regarding all financial transactions, e.g. subscriptions, invoice payments, affiliations.

Subscriptions are set by the Sports Club and must be charged through the school. The school will then receipt each payment. No money is to be collected by coaches or managers.

All costs incurred by the sports team are to be covered by fundraising, donations, sponsorship, subs, BOT grant or Charitable Trusts applications. The school will inform Sports Clubs of the dates and requirements necessary for Charitable Trust funding applications.

Please note the following with regard to GST:

- There is no GST on expenses relating to overseas trips, so fundraising income and expenses are all GST exempt.
- Donations/Koha are not liable for GST
- Sponsorship money is liable for GST
- All other income received should have GST deducted as we pay GST on the expenses e.g. Sports fees/subs and uniform.

A printout of the financial account is available from Finance Officer (Katrina Alquist) and can be requested on 871-4199 extn 223 or kalquist@tac.school.nz or feel free to come into the Main Office of the school.

FUNDING APPLICATIONS TO CHARITABLE TRUSTS

Applications are made on behalf of the College to External Funding Agencies eg Grassroots Trust Ltd and Trillian Trust for uniforms, sports trips, sports equipment. Contact will be made with the Sports Club to advise when an application is going to be made. You will then have to get two quotes for the items that you are asking for. These applications must be made by Principal's PA only at Te Awamutu College so that no other sporting codes are disadvantaged.

If approved, you will be phoned/e-mailed to confirm this. You then need to purchase the equipment that you have supplied quotes for. Items can only be purchased after the funding is approved. Receipts/invoices need to be forwarded to our Finance Officer (Katrina Alquist), to be paid through the school system, for audit purposes. It is imperative that goods are only purchased from the approved supplier otherwise the Charitable Trust will not cover them.

Feel free also to get in touch with Liz (Principal's PA) if you need anything at any other time that we may be able to apply for. There are other Trusts and organisations that come up so keep us informed about your needs. The applications do take a while to process (most Trusts take 6-8 weeks) so sooner rather than later with quotes would be beneficial.

FUNDING THROUGH SCHOOL

Twice a year, the Te Awamutu College Board of Trustees will ask for submissions from Sports Clubs for equipment that is needed, or support towards entry fees etc.

If approved, you will receive a letter confirming this. You then need to purchase the equipment that you have supplied quotes for. Items can only be purchased after the funding is approved. Receipts/invoices need to be forwarded to our Finance Officer (Katrina Alquist), to be paid through the school system, for audit purposes.

FUNDRAISING AT SCHOOL

If you would like to do a sausage sizzle, sell popcorn, chocolate, etc, please contact Liz Parsons (Principal's PA) who will then approach the Principal (Tony Membery) for approval and a date on which to do the fundraising.

GYM USE – MILLAR AND FREEMAN

The gyms are available after school during the week. At the beginning of the year each Sports Club will be asked for booking requests and a schedule established on a term-by-term basis. We do our best to support all sports in their use of the gym.

AFTER HOURS: Please ensure facilities are left tidy and secure when you leave.

Please contact Principal's PA (Liz Parsons) on 871-4199 extn 221 for enquiries about gym bookings.

HEALTH INFORMATION

Every coach/managed team must have a first aid kit for all training sessions and games.

Coaches and Managers are strongly encouraged to attend an organised session with the School Nurse and Physiotherapist. This is an informal meeting that introduces what the School Health Centre and Soar Physiotherapy can do to help you in your roles as coaches and managers in supporting your players.

Topics Covered

- Basic first aid
- Strapping
- Presentation of ACC Sport Smart Kits
- Injury prevention
- Injury management
- Stocking your First Aid Kits (the Health Centre can obtain most products at a reduced rate).

The School Nurse is available between 9.45am - 3.15pm each day. The Doctor and Physiotherapist are regularly available by appointment from the School Nurse.

Accidents and injuries that occur as a result of sports practices or matches should be recorded by team managers and if of a serious nature must be reported to the School Nurse 871 4199 ext 248.

Managers should also abide by any specific reporting requirements from their sports associations.

NEWSLETTERS/NOTICES

If you want to get a notice to students, please let Keith Bain or the Student Centre know and they can arrange to contact the students. This could be through the Daily Notices which are read daily to the students or via individual messages.

Once or twice a term the School proposes to send out a newsletter. If you want information to be included on your sport, you need to e-mail Keith or info@tac.school.nz as soon as possible.

Update the community of what's happening in your club/team.

CELEBRATING SUCCESS

In celebrating sporting success, we endeavour to acknowledge achievements at assemblies, prizegivings, etc. Please advise these successes to the Director of Sports. We also check the "Courier" for articles and photos – they are very supportive so have contact with them.

POLICE VETTING

All coaches and managers must be police vetted before the start of the season. At the beginning of each season the Director of Sports will attend each club's first meeting to complete the forms. Club secretaries should provide to the Director of Sports and Principal's PA a list of all coaches/managers. Every coach/manager should attend this meeting and are required to provide two forms of identification (one of which must be photographic) and have these verified by the Director of Sports. Any coaches/managers who can't attend will then need to come into the College and complete the paperwork with either the Director of Sports or the Principal's PA.

All parents/caregivers attending overnight trips with teams must be Police Vetted before the trip. The vetting process can take several weeks so please allow time for this.

TRIPS (EDUCATION OUTSIDE THE CLASSROOM – EOTC)

All school day or overnight trips, e.g. North Island Secondary Schools' Tournaments, must get approval from the Principal. EOTC forms (copies available from the Principal's PA) must be filled in and given to the Wayne Carter (Deputy Principal) at least two weeks before the event, with a copy of the parental letter, consent form and a list of all students involved.

All costs must be covered by the team. Please liaise with Finance Officer (Katrina Alquist) about the running of this. If you are fundraising and splitting the proceeds between players, your Treasurer must keep the running total of what each student has raised towards the cost of their trip. The school can give you the transaction list for the incomings and outgoings on your account.

Remember to let the school know early enough so that we can help you with fundraising through the Charitable Trusts for the costs.

UNIFORM

Uniform is to be navy and white with preferably some silver grey in it. They must have the Te Awamutu College logo on them. Our preferred supplier is NZ Uniform. Funding for uniforms can be applied for through the Charitable Trusts at the beginning of the year and quotes can be obtained through Sharyn Joy at Sharyn.joy@nzuniforms.com or phone 07 282 1301 or 027 235 8769.

Uniforms are the responsibility of the Sports Club. It is suggested that you number them and when given out, note down who has which uniform. The school can then put this information into its student database system against your team members' names.

Principal's approval must be obtained for all uniform pattern changes. You will also need to notify your applicable sporting association for their approval.

VAN USE

The School vans and Outdoor Education vans are available at weekends and after school on certain days. (NB that the vans do belong to the School and the Outdoor Education Department so they get first option.) Drivers must be over 25 years of age and a copy of their current driver's licence must be given to Principal's PA. The key for the sheds is also picked up from the Principal's PA and directions will be given on how to get access to the vans and the alarm codes. A cost per km is applicable for van hireage. (The 2017 rate for the School vans is 35c (including GST) per km, and the Outdoor Education vans is 35c (including GST) per km, which is subject to adjustment, in line with fluctuating fuel costs).

Please contact Principal's PA (Liz Parsons) on 871-4199 extn 221 to book vans.



TE AWAMUTU COLLEGE E.O.T.C. / OFF SITE

Application Form

(when completed thoroughly, hand into the D.P. responsible for EOTC)

FORM A

Date of Activity:

Teacher in Charge:

Description of Activity:
(State location)

Emergency Contact:

Level of Risk: **LOW / MEDIUM / HIGH**
(If the activity is Medium or High you must also complete **Form B**)

Classes involved: Year Level:

Number of pupils: Male
Female

Staff involved:

Other People involved/attending:

What is the Teacher / Instructor Ratio per student for the activity?

Is it envisaged O.E./P.E. gear will be used? YES/ NO

If yes have appropriate arrangement been made with H.O.D. Outdoor Education/P.E.? YES / NO

Name staff with expertise in: First Aid:
Other expertise for venture:

Transport method:

Has it been booked? YES / NO

Students leave TAC at

Students return to TAC at

FINANCIAL BUDGETING (Teacher applying to fill out)

Estimated Costs	
Item: Accommodation	
Item: Transport	
Item: Food	
Item: Uniform Hire	
Item: Equipment Hire	
Item:	
Item:	
TOTAL	
How funded:	
Student Contribution	
Other:	
State where from:	
TOTAL	

PLEASE ATTACH

- 1) A copy of the Trip Consent Form (which includes rationale & itinerary).**
- 2) The list of students involved.**

This activity has been **APPROVED / NOT APPROVED**

Signed: _____
Principal or for Principal

AFTER

Form A or Forms A and B are Approved and Returned to you with the Yellow Finance document, you must complete :

STAFF LEAVE APPLICATION FORM(S)
(hand in to Principal's Secretary)



TE AWAMUTU COLLEGE CODES OF PRACTICE AND BEHAVIOUR

Coaches

- Display a professional manner with regard to language, preparation, planning and presentation.
- Follow advice of medics when determining if an injured player is ready to resume playing or not.
- Commit to increasing knowledge of sound coaching principles and development stages of young people.
- Encourage effort and skill - this will increase self-esteem and self-confidence.
- Remember young people's main reason for playing is for fun!
- Ensure players enjoy and develop their skills and play by using positive, specific and constructive feedback.
- Respect the talent, development stage and goals for each player.
- Encourage players to show respect for opponents, team-mates, umpires, officials and spectators (fair play).
- Treat all equally and cater for individual difference based on gender, ethnic origin, religion or ability.
- Be reasonable in demands on players' time, energy and enthusiasm.
- Allow opportunities for players to develop decision making.

Parents and Supporters

- Support the removal of verbal and physical abuse from the game.
- If you disagree with an official, raise the issue via appropriate channels rather than question the official's judgement and honesty in public.
- If young people are interested, encourage and support them to play. Avoid forcing young people to play if reluctant.
- Remember young people are involved in sport for their enjoyment not yours.
- Applaud good play by players on both teams.
- Encourage young people to play to the rules and respect umpires' decisions.
- Recognise and value the importance of coaches and other volunteers who give their time and resources to provide support, they deserve your sport.
- Young people learn by taking risks and making mistakes, encourage and support this.

- Teach young people that effort is as important as victory, so that the result of each game is accepted without undue disappointment.

Players

- Play equally hard for yourself and your team. Your team's performance will benefit and so will you.
- Treat all players as you would like to be treated. Do not bully or take unfair advantage of another player.
- Control your temper, verbal abuse or deliberate contact are unacceptable.
- Never argue with the umpire. If you are concerned, talk to your coach or captain.
- Appreciate and co-operate with your coach, team-mates and officials, there would be no game without them.
- Play according to the rules of the sport and the principles of "fair play".
- Be a good sport – cheer all good play from your team and the opposition.
- Take responsibility for your performance on and off the court/field.