

# **SPORTS HANDBOOK**



**INFORMATION FOR ALL  
TE AWAMUTU COLLEGE  
SPORTS CLUBS  
2023**





**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

**Te Awamutu College Board Sports Committee:**  
**Jock Ellis, Jo Sheridan, Wade Bell and Chris Wynne**



## **CONTACTS AT SCHOOL**

*Director of Sport* – Chris Wynne - [cwynne@tac.school.nz](mailto:cwynne@tac.school.nz)

*For Bookings of gym* - Chris Wynne – 871-4199 extn 237 or [cwynne@tac.school.nz](mailto:cwynne@tac.school.nz)

*Vans and Charitable Trust applications* - Liz Parsons – 871-4199 extn 221  
or [info@tac.school.nz](mailto:info@tac.school.nz)

*Financial information* – Katrina Alquist – 871-4199 extn 223 or [kalquist@tac.school.nz](mailto: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/email 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](mailto:info@tac.school.nz) so they can be available for Board 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 Sport (Chris Wynne - [cwynne@tac.school.nz](mailto:cwynne@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 (Business Manager) 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, Board 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 the Business Manager (Katrina Alquist) and can be requested on 871-4199 extn 223 or [kalquist@tac.school.nz](mailto: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 e.g. Grassroots Trust Ltd 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 Business Manager (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**

Once or twice a year, the Te Awamutu College Board 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 Business Manager (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, doughnuts, chocolate, etc, please contact Liz Parsons (Principal's PA) who will then approach the Principal (Tony Membrey) 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 every term 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 Chris Wynne – 871-4199 extn 237 or [cwynne@tac.school.nz](mailto:cwynne@tac.school.nz) for enquiries about gym bookings.

## **HEALTH INFORMATION**

The School Nurse is available between 8.30am - 3.30pm 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 Chris Wynne 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 Chris Wynne [cwynne@tac.school.nz](mailto:cwynne@tac.school.nz) or [info@tac.school.nz](mailto: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 Chris Wynne - Director of Sport. We also check the "Te Awamutu Courier" for articles and photos – they are very supportive so contact them if you have an event that you would like to be included in the newspaper.

## **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 Sport will attend each club's first meeting to complete the forms. Club secretaries should provide to the Director of Sport 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 Sport or the Principal's PA.

Police vetting forms can be downloaded from [www.police.govt.nz](http://www.police.govt.nz)

**All parents/caregivers attending **overnight** trips or extended tournaments 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. An EOTC Event Proposal must be filled in and given to Wayne Carter (Deputy Principal) **at least three weeks** before the event. Electronic copies of the appropriate form can be obtained from Chris Wynne - [cwynne@tac.school.nz](mailto:cwynne@tac.school.nz). This will be returned to you, identifying next steps and documents required in the EOTC planning process (eg RAMS forms, consent forms etc).

All costs must be covered by the team. Please liaise with the Business Manager (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. Funding for uniforms can be applied for through the Charitable Trusts at the beginning of the year and two quotes must can be obtained for the trust application. You are free to contact any uniform company to get the quotes.

**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 so that the uniform can be tracked and traced when it is due to be returned. 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 (Morris, Jasper and Lizzie) and Outdoor Education vans (Margaux and Arthur) 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 able to drive a manual vehicle and complete the Van Hire document with a copy of their current full driver's licence to be handed to the Principal's PA.

The key for the sheds is also picked up from the Principal's PA and instructions 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 2023 rate for the School vans (**Morris, Jasper and Lizzie**) is .55c (including GST) per km, and the Outdoor Education vans (**Arthur and Margaux**) is .55c (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 the vans.*



# Coaches' Code of Ethics

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## 1 RESPECT THE RIGHTS, DIGNITY AND WORTH OF EVERY INDIVIDUAL ATHLETE AS A HUMAN BEING

- Treat everyone equally regardless of sex, disability, ethnic origin or religion.
- Respect the talent, development stage and goals of each athlete in order to reach their full potential.

## 3 BE A POSITIVE ROLE MODEL FOR THE SPORT AND ATHLETES AND ACT IN A WAY THAT PROJECTS A POSITIVE IMAGE OF COACHING

- All athletes are deserving of equal attention and opportunities.
- Ensure the athlete's time spent with you is a positive experience.
- Be fair, considerate and honest with athletes.
- Encourage and promote a healthy lifestyle – refrain from smoking and drinking alcohol around athletes.

## 5 MAKE A COMMITMENT TO PROVIDING A QUALITY SERVICE TO YOUR ATHLETES

- Seek continual improvement through ongoing coach education, and other personal and professional development opportunities.
- Provide athletes with planned and structured training programmes appropriate to their needs and goals.
- Seek advice and assistance from professionals when additional expertise is required.
- Maintain appropriate records.

## 2 MAINTAIN HIGH STANDARDS OF INTEGRITY

- Operate within the rules of the sport and in the spirit of fair play, while encouraging your athletes to do the same.
- Advocate a sporting environment free of drugs and other performance-enhancing substances within the guidelines of the New Zealand Sports Drug Agency and the World Anti-Doping Code.
- Do not disclose any confidential information relating to athletes without their written prior consent.

## 4 PROFESSIONAL RESPONSIBILITIES

- Display high standards in your language, manner, punctuality, preparation and presentation.
- Display control, courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators.
- Encourage your athletes to demonstrate the same qualities.
- Be professional and accept responsibility for your actions.
- You should not only refrain from initiating a sexual relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
- Accurately represent personal coaching qualifications, experience, competence and affiliations.
- Refrain from criticism of other coaches and athletes.

# 6

## PROVIDE A SAFE ENVIRONMENT FOR TRAINING AND COMPETITION

- Adopt appropriate risk management strategies to ensure that the training and/or competition environment is safe.
- Ensure equipment and facilities meet safety standards.
- Ensure equipment, rules, training and the environment are appropriate for the age, physical and emotional maturity, experience and ability of the athletes.
- Show concern and caution toward sick and injured athletes.
- Allow further participation in training and competition only when appropriate.
- Encourage athletes to seek medical advice when required.
- Provide a modified training programme where appropriate.
- Maintain the same interest and support toward sick and injured athletes as you would to healthy athletes.

# 7

## PROTECT YOUR ATHLETES FROM ANY FORM OF PERSONAL ABUSE

- Refrain from any form of verbal, physical or emotional abuse towards your athletes.
- Refrain from any form of sexual or racial harassment, whether verbal or physical.
- Do not harass, abuse or discriminate against athletes on the basis of their sex, marital status, sexual orientation, religious or ethical beliefs, race, colour, ethnic origins, employment status, disability or distinguishing characteristics.
- Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development.
- Be alert to any forms of abuse directed towards athletes from other sources while in your care.

## Coaches should:

- Be treated with **respect** and **openness**
- Have access to **self-improvement** opportunities
- Be matched with a level of coaching **appropriate** to their ability





## Waikato Secondary Schools Sports Association Incorporated

### CODE OF CONDUCT

All member Schools, their principals, staff, students, coaches, managers, and supporters have a responsibility to uphold the spirit of fair play and sportsmanship in any Waikato Secondary Schools Sport Association sanctioned events.

#### As a student, I will undertake to:

- ✓ enjoy playing sport, have fun, and partake in healthy competition
- ✓ respect all officials, teammates, coaches, supporters, and opponents
- ✓ always play by the rules of my sport
- ✓ wear the appropriate attire for my sport
- ✓ be humble in victory and gracious in defeat
- ✓ represent my school with the utmost pride, dignity, honesty, and loyalty
- ✓ adhere to the principles of **Fair Play** – “**Play Hard, Play Fair**”
- ✓ take time to express thanks to coaches, officials, and volunteers for the opportunities they provide for participation

#### As a coach/manager/team official, I will undertake to:

- ✓ enjoy being involved in sport
- ✓ respect all officials, colleagues, coaches, players/athletes, supporters, and opponents
- ✓ respect the integrity of the rules of the Association and the sports code
- ✓ place the safety and welfare of all players/athletes before anything else
- ✓ always be a positive role model for my players/athletes, parents and supporters

#### As a supporter, I will undertake to:

- ✓ respect **all** officials, players/athletes, coaches, and supporters
- ✓ not enter the field of play, unless requested to do so by an official
- ✓ observe all fixtures without questioning the decisions of coaches and officials
- ✓ express thanks to the coach and all volunteers who are giving others a chance to participate in a positive activity
- ✓ display a positive attitude at every game and be a role model for others

# SPORTS CONTACT LIST 2023

Sport	Contact	Position	Email / Facebook / Webpage	Phone
Athletics	Murray Green	Coach	<a href="mailto:greens.ta@xtra.co.nz">greens.ta@xtra.co.nz</a>	027 621 6608
Basketball	Gerard Dorssers	Chairperson	<a href="mailto:grdorssers@gmail.com">grdorssers@gmail.com</a>	
	Desiré Grobbelaar	Secretary	<a href="mailto:desire.grobbelaar@gmail.com">desire.grobbelaar@gmail.com</a>	
Cricket	Bob Hollinshead	TIC	<a href="mailto:bhollinshead@tac.school.nz">bhollinshead@tac.school.nz</a>	871 4199 ext 226
Cross Country	Murray Green	Coach	<a href="mailto:greens.ta@xtra.co.nz">greens.ta@xtra.co.nz</a>	027 621 6608
Equestrian	Candice Barker	TIC	<a href="mailto:cbarker@tac.school.nz">cbarker@tac.school.nz</a>	021 02632895
Football	Dave Hall	Chairperson	<a href="mailto:daveha2017@gmail.com">daveha2017@gmail.com</a>	
Golf	Malcolm Haig	TIC	<a href="mailto:mhaig@tac.school.nz">mhaig@tac.school.nz</a>	871 4199 ext 241
Hockey	Chelsea Anderson	TIC	<a href="mailto:canderson@tac.school.nz">canderson@tac.school.nz</a>	871 4199 ext 209
Lacrosse	Chelsea Anderson	TIC	<a href="mailto:canderson@tac.school.nz">canderson@tac.school.nz</a>	871 4199 ext 209
MotorX	Louise Pryor	TIC	<a href="mailto:lpryor@tac.school.nz">lpryor@tac.school.nz</a>	871 4199 ext 241
Mountain Biking	Brett Leong	TIC	<a href="mailto:bleong@tac.school.nz">bleong@tac.school.nz</a>	
Netball	Deborah Mounsey	Chairperson	<a href="mailto:netball@tac.school.nz">netball@tac.school.nz</a>	
	Katie Wilson	TIC	<a href="mailto:kwilson@tac.school.nz">kwilson@tac.school.nz</a>	
Rowing	Justine James	Secretary	<a href="mailto:teawamuturowing@gmail.com">teawamuturowing@gmail.com</a>	
Rockclimbing	Brett Leong	TIC	<a href="mailto:bleong@tac.school.nz">bleong@tac.school.nz</a>	
Rugby	Mark Harrison	Chairperson	<a href="mailto:tacollegerugby@gmail.com">tacollegerugby@gmail.com</a>	
	Tanja Allen	TIC	<a href="mailto:tallen@tac.school.nz">tallen@tac.school.nz</a>	
Sailing	TBC		<a href="mailto:cwynne@tac.school.nz">cwynne@tac.school.nz</a>	
Shooting	TBC		<a href="mailto:cwynne@tac.school.nz">cwynne@tac.school.nz</a>	
Skiing	Malcolm Haig	TIC	<a href="mailto:mhaig@tac.school.nz">mhaig@tac.school.nz</a>	871 4199 ext 241
Snowboarding	Malcolm Haig	TIC	<a href="mailto:mhaig@tac.school.nz">mhaig@tac.school.nz</a>	871 4199 ext 241
Swimming	Chris Wynne	TIC	<a href="mailto:cwynne@tac.school.nz">cwynne@tac.school.nz</a>	871 4199 ext 237
Tennis	Trina Roberts	TIC	<a href="mailto:troberts@tac.school.nz">troberts@tac.school.nz</a>	871 4199 ext 212
Touch	TBC			
Volleyball	Keith Bain	Chairperson	<a href="mailto:keithbain01@outlook.com">keithbain01@outlook.com</a>	

**All other sports:**

Chris Wynne, Director of Sport [cwynne@tac.school.nz](mailto:cwynne@tac.school.nz) or (07) 871 4199 (Ext 237)

