



Unity ♦ Respect ♦ Compassion

St Mary's School

N o r t h c o t e

Kotahitanga ♦ Manaakitanga ♦ Aroha

Handbook for Managers,
Coaches and Players

Purpose of the Sports Handbook

This booklet has been prepared specifically to provide information about sport at St Mary's. St Mary's expectations of students and parents involvement in sport have been carefully outlined in order for us to ensure a positive experience for the whole St Mary's Community.

All information within the sports handbook is subject to change and costs indicated are approximate only. Confirmation of sport details and costs are communicated through sports notices once confirmed with the club/institution. If you have a query about sport, please contact the Sports Coordinator.

At St Mary's we strive for excellence and pride ourselves on providing the best environment for our students. We recognise the distinct role of sport, providing students with valuable learning experiences whether played at school or outside of school hours.

St Mary's School Sporting Handbook

Role of the Sports Coordinator The role of the Sports Coordinator is to:

resolve any concerns in line with the complaints process.

organise sport activities, events and sport fixtures approved by the School for student participation.

form sports teams from interested students and register sport teams with the appropriate Sporting Organisation/Club.

promote and publicise sports to students and parents/caregivers through media appropriate for St Mary's such as school notices, notice boards, school website

become familiar with the operation and functioning of each Sports Association for which they are coordinating sports

ensure all coaches/players are issued with the correct sports uniform and gear.

develop and maintain a positive relationship with coaches and managers.

provide basic information to managers including location of weekly draws, start and end dates for term/semesters.

ensure team lists are updated and accurate for end of year prize giving.

ensure all gear used by sporting teams are in an acceptable and safe condition, removing any unsafe equipment from use.

assist with the collection of equipment and sports uniforms (if required) at the end of the game/season in liaison with Managers.

develop relationships with parents and students, seeking their opinions on sporting issues.

St Marys Sport Code of Conduct

The Code of Conduct applies to all sports and physical activity at St Mary's whether it takes place at school or outside of the school.

Code of Conduct for Students:

Make sure you attend all trainings where possible.

A high standard of behaviour is expected from all students. Unacceptable behaviour will disqualify a pupil from representing the school.

Parental permission for participation is required.

Always play by the rules and agree with an official or their decision whatever the circumstances.

Work hard to achieve the team goals.

Remember to thank your coach, the official and the opposition. Always be a good sport and applaud good play.

Do not put people down or bully them. The aim of the game is for everyone to have fun, participate and improve their skills. Treat all players as you yourself would like to be treated.

Respect the equipment.

Code of Conduct for Coaches and Managers:

Set personal behaviour standards for those you coach and for yourself to follow. Teach your players that rules of the game on the field and standards off the field are mutual agreements which are not to be broken under any circumstances.

All players must have equal game time to ensure they feel they are participating and more game time will improve skills over time. It is important to play as a team and remember the parents of new or weaker players have paid the same fees as the more talented players.

A coach encompasses many roles. The overall role is for the coach to set a good example at all times.

Ensure all equipment and facilities meet safety standards and that activities you use are both safe and effective for your players' needs.

Never forget that players participate for fun and enjoyment and that winning is only one component of why they participate.

Do not neglect planning and preparation for practices and games. Length and content of practices should take into account the maturity level of players.

Code of Conduct for Parents Spectators and Supporters:

Insist that your child plays within the rules and the principles of fair play and do not accept the use of violence and unsportsmanlike play in any form.

Players are involved in their chosen sport for their own interests and enjoyment. You play a major part in their efforts but ensure that you respect that they are involved for their own personal reasons and not as a spectacle for your enjoyment.

Turn defeat into victory by helping your child work towards skills development and good sportsmanship. Never ridicule, degrade or yell at any player for making a mistake.

Children learn the most from the examples you set. Always act in a positive manner and demonstrate self discipline and even temperament on the side line.

Always remember coaches are volunteers. Their time and efforts are for the benefit of your child. Refrain from profane or abusive language or criticism of the coach or referee/umpire. Anyone deemed to be abusive may be asked by officials to leave the ground immediately.

Show your appreciation of volunteers and those who help make sport happen. It is easy to criticise but not so easy to take up the challenge yourself.

Always support officials and coaches by accepting their decisions and judgements. Remember – No official, no coach – no game.

It is of vital importance that you play your part in removing verbal and physical abuse from your child's sporting environment.

Above all, act as a positive role model for your child and team. Always support the coach.

ROLE AND EXPECTATIONS OF MANAGERS, COACHES and PLAYERS

The role of the team manager is to:

- ensure team members, caregivers/spectators are abiding by the St Mary's Code of Conduct raising any concerns or issues with the school Sports Coordinator.
- ensure all players have correct sports uniform and gear.
- develop and maintains a positive working arrangement with the coach.
- refer any concerns to the Sport Coordinator.
- . • ensure draws are made available and accessible to team members' caregivers.
- liaise with referees/umpires pre game if required.
- ensure all gear used by the team is in an acceptable and safe condition, reporting any unsafe equipment to the Sports Coordinator.
- assist with the collection of equipment and sports uniforms (if required) at the end of the game/season in liaison with the Sport Coordinator.

The role of the Coach is to:

- ensure team members, caregivers/spectators are abiding by the St Mary's Code of Conduct raising any concerns or issues with the Sports Coordinator.
- teach players to abide by the rules of the sport. • develop and instill in the players positive attitudes of fair play and sportsmanship. (the coach is a leader in this respect)
- set high standards and promote the need for punctuality, discipline and commitment.
- ensure all team members have equal and fair time on court/field during games.
- enforce at all times the appropriate dress (uniform), playing responsibilities and team equipment.
- develop and encourage player motivation, player fitness and development of skills.
- develop a good working relationship with Team Manager and person in charge of the sport. Players/Participants: The role of team members is to:
 - attend all practices and games.
 - abide by the rules of the sport at all times.
 - play fairly, with a spirit of sportsmanship towards other players, coaches, parents and officials.

- respect the equipment and facilities at all times.
- be committed to the team, coach and school.
- use appropriate and acceptable language.
- attend school and other prize giving if required.

Registration Process

Sports Coordinators will inform the St Mary's community of up and coming sports through appropriate media such as the school website, assemblies and newsletters.

Registration closing dates

A sports registration's closing date is directed by the registration cut off dates of each of the Sporting Organizations. The turnaround time for registering a Sports team and student interest will determine the exact cut off. If there is enough student interest for the formation of teams no further registrations will be taken after the advised closing date. However, should a few more students be needed to form a team, registrations will be kept open to try and secure a team entry. This is at the discretion of the Sports Coordinator. Team Formation Teams will be formed once registration is closed and the numbers of interested students are known.

Please appreciate that forming teams can be a difficult task and some organisations require a certain number of players per team and mixes of female and male students. The ultimate aim of forming teams is to ensure all students who want to participate are given the opportunity to become part of a team and have fun learning to play a new sport or develop their skills and leadership capabilities. Primary School sport is based on fun and participation in a safe and inclusive environment

Fees

The cost of each sport varies greatly. Fees are generally comprised of sports fees, uniform hireage, end of year prize giving fee and association-registration fees, however the breakdown of fees are listed on each sport permission form. The registration fees are determined by either dividing the total cost of registrations by the minimum number of children on a court/field at one time or the total number of team members whichever is known at the time of registration with the Sport Association/Club. Payment needs to be made upon registration or once advised by the Sports Coordinator, this ensures commitment to playing the game and the ability to form and confirm teams. Refunds It is important to note when registrations close, St Marys School then commits the players to the event/sport and therefore has to honour these fees. If you were to withdraw your child after the registration closing date and ask for a refund, this would mean other parents are then forced to pay this fee. To be fair on other parents, students and their families, St Marys School will only honour refund deposits or monies paid after the registration closing date if a replacement student is found.

Sports Uniforms

To assist with children playing sport at St Mary's we hire school sports uniforms out to students for use during the duration of a particular sports season. We do require children or parents to return sports uniform as soon as the playing season has ended. Sports uniforms should be returned washed in a named plastic bag to the team coach/manager once the sports semester/term is over. If uniforms are not return by the end of the playing season an invoice will be sent home for the cost of the uniform. Should for any reason a team not be issued with a sports uniform then they will need to play in their St Mary's PE Uniform and no hireage fee will be charged.

Transport

For sports events not held at St Mary's School during school time the school will organise transport to and from these events. If it is a weekday or weekend sport outside of school time parents/caregivers must transport students. If a sports tournament has been organised during school time and private transport is being used vehicles must conform to road safety standards. Should car seats be required it is down to the parent of the child requiring the car seat booster to advise and provide one to the driver of the private vehicle. The sports coordinator will advise in the sports notice of transport intentions and by returning the signed permission form parents and guardians are deemed to have had provided permission for students to be transported privately.

Sports Prize Giving

St Mary's holds Sports Prize Giving during Term 3 to celebrate the involvement, efforts and achievements of all those who have been involved in Sport over the year; players, coaches and managers. All students who have participated are recognised for their effort as well as team successes. If your child is playing a sport for St Mary's School, then it is expected that they will attend Sports Prize Giving events.

Complaints

Process If an issue arises relating to extra-curricular sport teams at St Mary's, it needs to be brought to the attention of the Team Manager, Sports Coordinator, or School Principal. All issues and complaints are taken seriously and need to align with the St Mary's Complaints Process.

Team Formations

If there are any issues with team formation then please contact your Sports Coordinator to discuss the problem. Should a resolution not be reached, the School Principal will be advised of the issue and will assist with a resolution

Overview of current sport opportunities

Year 1 - 2 Term In-School Events Extra Curricular

Term 1 -Swimming Sports

Basketball – Semester 1

Flippaball -term 1

Term 2 Small Ferns Netball –

Block 1 Basketball – Semester 1

Flippaball –term 2

Term 3 Cross Country

Future Ferns Netball –

Block 2 Basketball – Semester 2

Flippaball-Term 3

Term 4 Athletics

Flippaball-term 4

Year 3 - 6 Term In-School Extra Curricular

Term 1 Swimming Sports

Interschool Swimming Sports (Year 4 – 6 only)

Basketball – Semester 1 (runs over terms 1 & 2)

Flippa Ball – Term 1

Term 2 Basketball – Semester 1 (runs over terms 1 & 2)

Netball – (runs over Term 2 & 3)

Rippa Rugby Tournament - day 1 of 3 (3 tournament days across term 2 & 3)

Term 2 Winter Hockey – (runs over Term 2 & 3)

Basketball – Semester 2 (runs over term 3 & 4)

Flippa Ball – Term 2

Netball

Term 3 Rippa Rugby Tournament – Day 2/3 of 3 (3 tournament days across term 2 & 3)

Cross Country

Interschool Cross Country (Year 4 – 6 only)

Catholic Schools Cross Country

Flippaball –Term 3

Basketball – Semester 2 (runs over term 3 & 4)

Winter Hockey – (runs over Term 2 & 3)

Netball

Term 4 Athletics

Interschool Athletics (Year 4 – 6 only)

Basketball – Semester 2 (runs over term 3 & 4)

Spring Netball

Summer Hockey

Flippa Ball – Term 4

Year 7-8 Sporting Opportunities

Term 2 and 3 netball

Term 3-Interschool cross country

EVENTS

Kiwi Kids Triathlon

The North Shore Weet-Bix Triathlon is held annually at Whangaparaoa usually in March/April on a Sunday. This is a fantastic introduction for kids into a multisport event, swimming, running and cycling. They are very achievable distances for ages 7-12. Students are able to stand and touch the bottom during the swim leg and are able to dolphin dive the swim course although if they are able to swim the distance it is encouraged. The event emphasis is on enjoying the experience as part of an active lifestyle rather than competition. All kids receive a medal on completing the race. Students can participate individually or as part of a 2-person team where one child swims while the other cycles and both complete the run. Fees: If registering through the school group there are discounts available. The approximate cost is \$39 per child.

Shore to Shore

Shore to Shore is the North Shore's largest 5km fun run which is held annually usually in March/April each year. You can run or walk the event, if you are more competitive you can also register for a timed event. The run starts at Takapuna Grammar School, heads along both the picturesque Takapuna and Milford beaches and ends at Milford Reserve. Fees: The approximate cost of this event is \$8 per child for a non-timed event, \$13 for a timed event for those registering as part of the St Mary's School Group