



Coaches and Managers Information Booklet



TABLE OF CONTENTS

Welcome.	2.
Strategic Plan.	3.
Sport, Culture and Well-being.	4.
Housekeeping.	5.
Winter/Summer Code Start Dates.	5.
Sports Fees.	5.
Uniforms and Equipment.	6.
Practice times and Facilities Booking.	6.
Cancellation of Practices.	6.
Coach and Manger Season Support.	7.
Dress Code.	7.
First Aid.	7.
Physiotherapist.	7.
Volunteers.	7.
Health and Safety.	8.
Diversity Management in Sport.	8.
Sports Awards.	9.
Cambridge High School Procedures.	10.
Game time procedure.	10.
Duplication Procedure.	10.
Conflict Management Process.	11.
Understanding Conflict Management.	13.
Conflict Management Pathway Model.	13.
Teacher or Staff Member responsible for Sport (TIC / PIC).	15.
Role of the Coach.	17.
Role of the Manager.	17.
First Team Meeting.	18.
Our Team's code.	18.
Cambridge High School Code of Conduct.	19.
Code of Conduction for Parents / Caregivers.	19.
Code of Conduct for Players.	19.
Contacts and Support People.	21.
Useful Links.	21.



2021

Welcome to Cambridge High School Sport 2021.

Thank you for accepting the role of coach and/or manager for Cambridge High School. We hope you will find this season an enjoyable one.

This booklet has been developed to support you coach and manage in our school. It includes all the necessary information regarding expectations and procedures.

Cambridge High School is grateful to all of you who have taken on the responsibility of being coach or manager. Our students would not have the privilege of being able to play if it were not for your support.

I hope you enjoy the season and look forward to working with you.

Guy Ockenden
Director of Sport and Culture



Strategic Plan

Sport New Zealand is promoting its vision of sport for all.
Cambridge High School also promotes the same philosophy.

For Cambridge High School:

PURPOSE

To develop our learning community to best prepare students for life beyond school.

We provide an inspiring, holistic learning experience so students leave school with choices, confidence, and a sense of purpose.

VISION

VALUES

Achievement.
Respect.
Responsibility.

Strategic Priorities for the School 2021- 2025

1. Personalised and Academic excellence.
2. **Sport, Culture and Well-being.**
3. Leadership and Development.
4. Partnerships.



SPORT CULTURE AND WELL-BEING

Cambridge High School will actively reinforce the Schools values and build a safe, inclusive, and caring environment to encourage and support students and staff to develop their key competencies, abilities, and talents.

GUIDING PRINCIPLES

1. Self-determination

Students, Staff, and the Community are in control of their lives.

2. Beginning early

Investing early with staff and students coming to the school; to be aspirational; to build community and natural supports; and to support students, staff, and the wider community to become involved.

3. Person-centred

Students and staff have supports that are tailored to their individual needs and goals, and that they take a whole life approach that supports their professional and personal Well-being.

4. Ongoing life outcomes

Recognising that the experiences happening within the school setting will have long lasting positive outcomes for life beyond school.

5. Mana enhancing

The abilities, contributions and achievements of students, staff and the community are recognised and respected.

6. Easy to use

The structure that are put in place are simple to use and flexible.

7. Relationship building

Supports that build and strengthen relationships within the school, whaanau and the community.

8. Partnerships

Success will be achieved through the interdependent relationship between the Community, the Students, and the Staff.



Housekeeping

Cambridge High School Student Sport Leaders

Mandi Portegys and Sean Hapi they can be contacted through the school.

Winter/Summer Code Start Dates

Summer runs in Terms 1 and Terms 4.
Winter sport Terms 2 and 3.

Sport Fees

Sports Fees are developed in conjunction with the Department of Sport & Culture. They are based on actual and real costs of a student taking part in sport in any one year e.g. Competition entries, the requirements for uniforms and gear and 10% loading for the development of the sport in the school. Today's students are benefitting from the contributions from students in the past. It is their legacy and our future.

We understand that sometimes students and their families may struggle to be able to pay for the fees. There are several options around the collection of these and individual cases should be discussed with the Director of Sport and Culture.

Uniforms and Equipment

Each sporting code has a variety of systems that works for them. Usually,

- Managers will be given their team uniforms, balls, and additional gear to see them through the season.
- It is the Manager's responsibility to ensure that ALL gear given to them is returned at the end of the season. We will not be receiving uniforms from players directly.
- Uniforms must be returned clean – otherwise a cleaning charge will be added to student accounts.
- Frequently, students will indicate that they would like training gear/hoodies etc with their names on them. These are to be paid for by students. The school policy is names are to be either First or Last Names (or both) but NO Nicknames.

Balance is Better

Summer is for Summer sports and Winter is for Winter sports.

Where pre-season musters and games occur, students are required to put their current season first! Students may not be penalised in anyway by not being available for pre-season events.



Make sure you understand the process. Uniforms are a significant expense for the school, they are depreciated over a three-year period before they are renewed. Each student pays a hire charge for the use of the uniforms. Uniform losses or damage increase the costs to students in out years.

Practice Times and Court Bookings

All facilities at the School are managed by the Department of Sport and Culture. Bookings are **always** essential especially if you wish to use the Swimming pool, The New Gym, and the South Gym.

The “New Gym” is a community facility which means that it is shared between the School and the Community. The School has uninterrupted use of the New Gym from 6:00 am to 5:00pm (Monday – Friday). Use of the Gym outside of these times is based on availability and with the understanding that the community has priority.

All bookings should be managed by contacting:

Lindsey Walters
Sports Coordinator:
LWS@camhigh.school.nz
C: 021 274 7568

Always make sure the you have confirmation before using any of the facilities.

Use of the facilities outside of school hours requires an induction to be completed that must be undertaken every 12 months.

Cancellation of Practice

- Coaches make this “call” in conjunction with the team manager.
- Manager will then text all players or use the other approved social media to cancel trainings.
- It is appropriate that this call is made by 1.30pm, at the latest, on the day of training to allow those that need to catch buses the opportunity to do so.

Coach and Manager Season Support

Dress Code

From time to time, we see a range of incorrect uniforms being worn by some players and it is not a good look. Players are not permitted to wear coloured stockings, rugby socks, skivvies or bike pants that hang below the uniform. Players need to set an example and take pride in the uniform they wear and the school / club they represent.

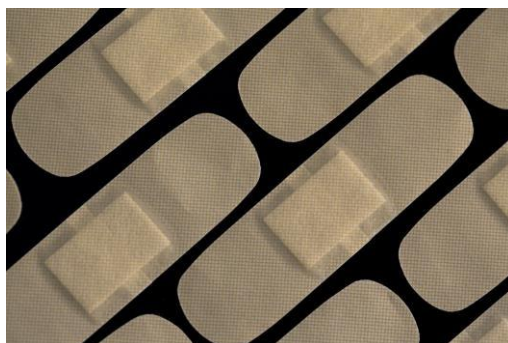
There are exceptions to the rules and each case will be dealt with on an individual basis. We will be lenient towards teams who play on a Friday night as it does get extremely cold on some nights.

First Aid

First Aid Kits are supplied to all teams.

Every Manager of a team will have a team book that contains (confidential) information about each player including parent contact details and medical concerns for the students.

This is CONFIDENTIAL and is released to Managers for the purposes of Health and Safety and the expectations that coaches and managers have of a “duty of care” for the students.



Physiotherapist

The School employs the services of a Physiotherapist (Vigour Physiotherapy) who works at school. To make an appointment, students can either contact the School Nurse or make an appointment directly with Vigour Physiotherapy.

Volunteers

Sport and Culture could not operate at Cambridge High School without the contribution of Volunteers. For most part they are parents and there are also many people who do this for the love of what they do.

As sport and culture continues to grow in the school, we will need more and more people to step-up.



To support Volunteers, we are offering several short, easy to attend courses to assist in running teams and supporting volunteers directly with the roles that they are undertaking. The School will continue to contact you when these will be happening.

Health and Safety

The Health, safety and well-being of all of our students is a leading priority in Sports. Each manager will be sent a Health and Safety Reporting link, by email, which can be added as an “App” to a smart phone. A Health and Safety Report should be completed for every fixture. Every incident that occurs must be reported back to the school using this “App”. This includes trainings.

If you have any Health and Safety concerns, please contact us as soon as you are able. Either by email; sport@camhigh.school.nz or cell phone: 027 573 9411.

Diversity Management in Sport

Cambridge High School believes that all of the students that ‘walk through the gates’ have an absolute and fundamental right to be able to take part fully in the life of the School.

We subscribe to the “social model of disability” and are endeavouring to take every step to ensure that we (the school) is not behaving in any way that creates barriers for students to be able to participate. This is not solely related to impairment and can also relate to perceived or historical biases relating to gender, ethnic background, sexual orientation, financial inclusion or any other actions, (either human or physical) that may dissuade participation.

We further recognise, that this is a process and full participation will take time as this policy becomes imbedded into the overall culture of the school.

SPORTS AWARDS



The School wants to be able to recognise the achievements of students. To do this there are a range of actions that are open to Coaches, Managers, and for the community to be involved.

- If you see a student perform well then say something at the time.
- Photos and commentary can be posted to Code Specific Facebook pages.
- Photos and commentary can be posted to the School Facebook page (this always reaches a wide audience. Send photos and stories to Sport@camhigh.school.nz
- Display boards around the school are used to show case sports and Sports Photos.
- School Sports Photos are also published in the School Yearbook and we like to make sure that Coaches and Managers are included in the Photos as well.
- School Badges (Bronze, Silver and Gold) are aware to sporting and cultural achievements at School, Regional and National Level. This can appear to be a complicated process and is managed within the school. If you think a student is worthy of recognition in any of these ways, then please let us know.
- School Ties are presented for achievements at the highest level nationally.
- Early in Term 4 the School hosts the School Sports Awards, this is a formal presentation that it is led by the students and generally applies to Senior Students. Coaches and Managers will receive nomination forms for Cups and trophies in Term 3.
- The CHS Junior Prize Giving also recognises the Sport Awards for Juniors.



Cambridge High School Procedures

All School Policies are available through the School Website.

CHS Sport Objective

Cambridge High School will reinforce the Schools Values and build a safe, inclusive and caring environment to encourage and support students and staff to develop their key competencies, abilities and talents.

GAME TIME PROCEDURE

Junior Selection into any Premier (Prem) Team.

- A Year 9 or 10 student who shows excellent tactical and technical skills in sport and who displays positive strength of character and a high level of maturity, may receive an invitation to join any Senior Prem team.
- The Prem Coach will, however, ensure that a minimum of 50% game time be allocated to such a player to ensure that continued development is a priority.
- Where the Prem coach cannot provide a minimum of 50% court time for this developing player then the player will be encouraged to play age group level and continued talent development will be offered alongside opportunities to excel and experiences made available throughout the season.
- Year 9 players who have played for any Prem team must trial with their age group the following year.
- Although this policy refers to juniors playing in the Prem Team it is expected that all players will get 50% court time throughout the season to ensure development
- When games are of a significant importance then it is up to the coaches to play their “best team”

DUPLICATION PROCEDURE:

- Duplication is where players are required to play in more than one competition or for more than one team at the same time. For example, a player may want to play for their school team and may be approached to play for a club team.
- While duplication can provide more opportunities for increased player development the negative effects are widely recognised. Duplication can lead to overtraining, burn out and unnecessary demands on young players. It is for this reason that CHS Sport has a Duplication Policy.



- CHS Sport will encourage any player's expression of interest to play for a local club team so long as that player's priority is to their school team.
- CHS Sport must be approached in writing for application of release from school to play for a club team. This application must be made prior to the first game played.
- This application will be assessed CHS Sport and any TIC/PIC in charge of that code. Parents/caregivers and the player's coach will be sought for further information regarding the appropriateness of any player playing for two teams in one season.

CONFLICT MANAGEMENT PROCESS

Coach Conflict Management Process

- These can include but are not limited to negative player actions/conduct, negative parent actions/conduct, managerial matters that are in no way supportive of the coach.
- Issues can also occur through the season these are best dealt with off and away from the court. Where you are confronted with an expressive parent it is best to have your Manager step in and move them away from the team.
- Ask the parent to please put all concerns on paper/email and send it through to you and TIC/PIC of your code or the Director of Sport and Culture.
- Please do not try to resolve any issues alone. Ensure that all communication is logged and use the appropriate channels to help everyone reach a positive solution.
- The Coach and Manager are a team and for this reason managers should be kept in the loop where issues are concerned that way, they are prepared to help deal matters as they arise.
- The school policy regarding game time is outlined in this booklet and as the Coach you are encouraged to discuss any arrangement with your team at the start of the season. E.g., at the FIRST TEAM MEETING discuss with your team the rules around taking the court, i.e., no training-no game.

You can eliminate a lot of issues within your team if they are all clearly outlined between you and your team at the start of the season.

Manager Conflict Management Process • Support YOUR Coach

- >>
- If an incident occurs between a coach, player parent or manager please try and discuss with those involved first.
 - If disagreement continues, please contact the TIC/PIC asap to help sort situation quickly.
 - Some incidents may need to become a school matter if it involves attitude and behaviour.

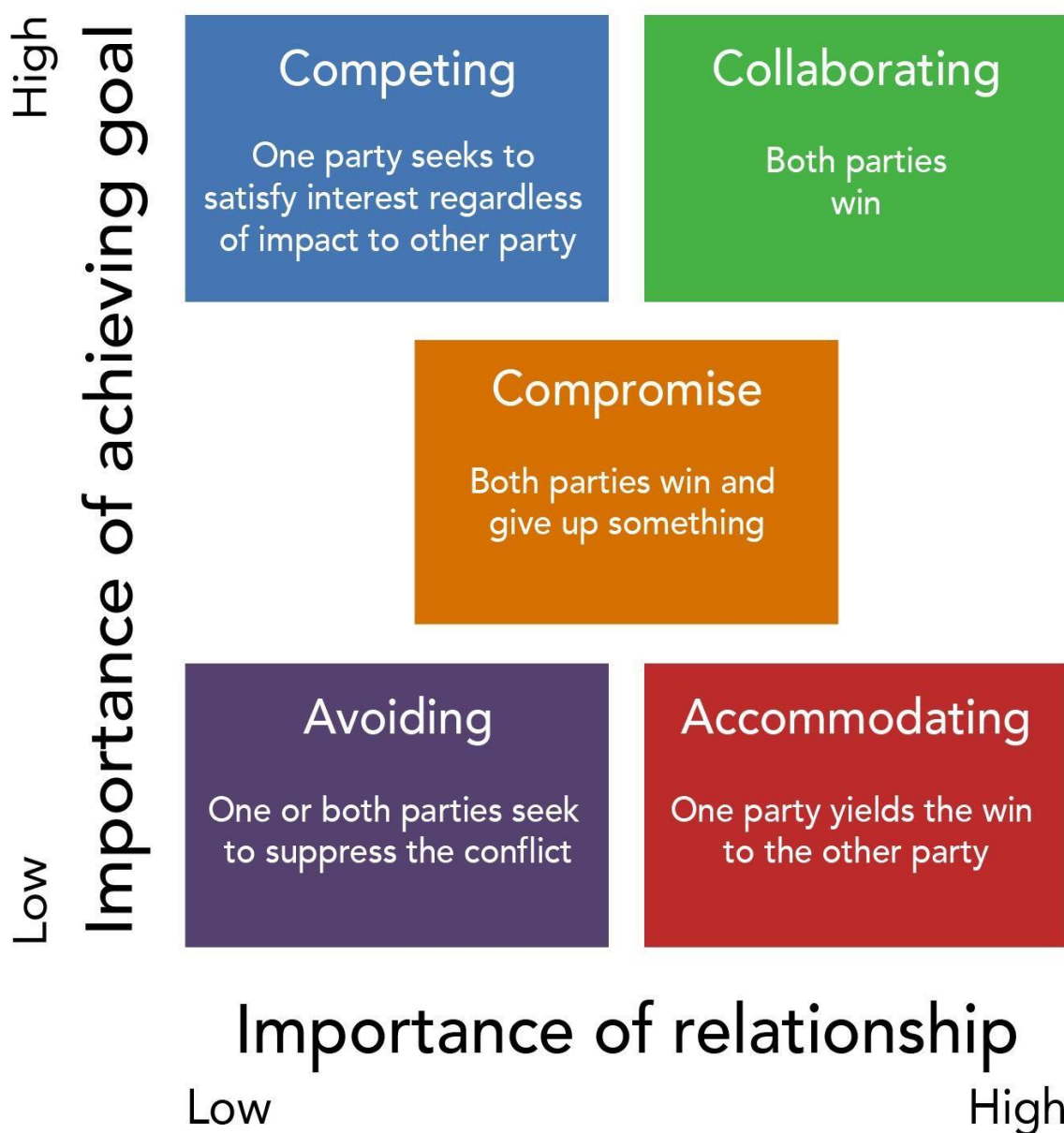


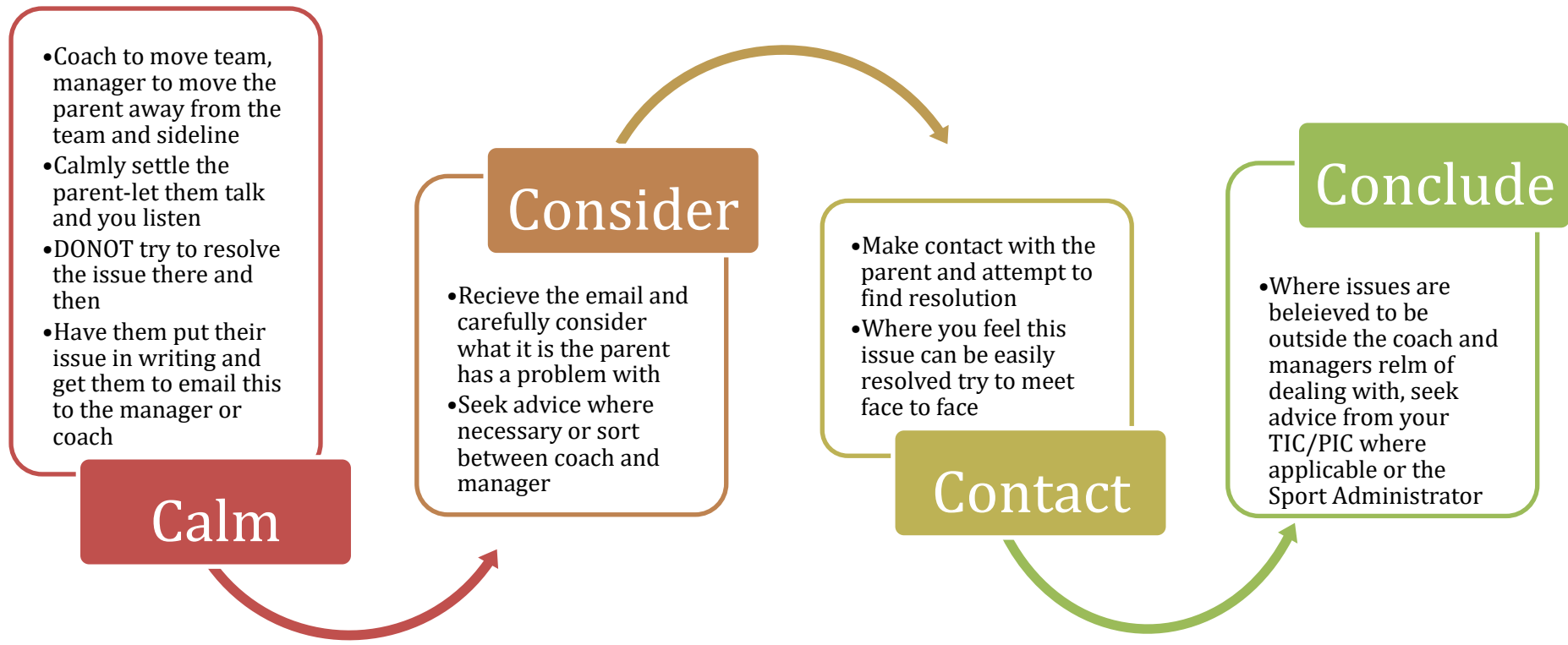
Understanding Conflict Management

The intentions stage discusses how each person in the conflict interprets the statements and actions of the other conflict participant, and then the reaction that they give. Those reactions are the basis for conflict management.

Whether you are managing the conflict of two others or embroiled in your own conflict, you make a choice on how the conflict should be managed by weighing the importance of the goal against the importance of the relationships in questions.

Below are the 5 Primary Styles of Conflict Management.





Conflict Management Pathway Model

Use the model above to help support the coach and manager to quickly resolve conflict.

Teacher or Staff Member Responsible for Sport (TIC / PIC)

Administration

- Budget, tracking finances both incoming and outgoing.
- Process team entries and collection of fees-all codes
- Collect and process all registrations for the season.
- Liaise with the office staff to ensure fee obligations for each code are being met and medical data collected so that managers can be alerted to any issues once teams have been finalised and managers allocated.
- Organise team lists to Kamar.
- Ensure that all those involved in Sport at CHS are aware of the schools Code of Conduct, all information to be included on the website.
- Promote new initiatives for increasing participation in sport within CHS.
- Develop systems that allow for a wider spread of information regarding what we have to offer students at CHS in Sport and Recreation (Facebook upgrade/website)
- Maintain system for permission slips, EOTC, RAMS forms, accident records etc.
- Maintain the website, promotional material to the sports notice board.
- Work with Sports Department to update and receive all online registrations, medical forms for EOTC included in online registrations.
- Medical data collected and managers alerted to any issues once teams have been finalised and managers allocated.
- Work with the sports department to receive registrations to play.
- Work with Sports Department to update website, ensuring that all players are aware of important dates for fees amount and due date paid, permissions returned and trial dates (if required)
- Registering all players into the local competition
- Finalised teams correctly listed on KAMAR.
- Work alongside the Sports Department to ensure all tournament organisation is implemented and organised in a timely fashion.
- TIC/PIC are aware of all the necessary paperwork that needs to be completed, please see the Sports Department Procedures handbook

Budget

- Where possible, ensure fees are paid in full by each player prior to the season starting.
- Work with the Department of Sport and Culture to set up an excel spread sheet of all fees including what is being collected and where it is being spent.
- Develop a working budget for the season in conjunction with the Department of Sport and Culture.
- All invoices to be sent through DoSC to be signed off, DoSC will also send through invoices received for approval by TIC/PIC.
- Obtain a record of those players that have NOT paid fees from Sports Department and follow up on the collection of these fees prior to registering the player with the local competition.
- Work with Team Managers, KAMAR emails and home calls to ensure fees are paid in full.

Communication

- Maintain clear and transparent communication between self and the Coaches/Managers/Players/Parents and Support networks and Sports Organisations.
- Utilise the school Website (DoSC), Sports Office News (DoSC), texts messages, KAMAR email system and the school notices to communicate important information.
- Attend a Term4 TIC meeting date will be set by Sports Department (relief organised where applicable)
- Attend a Pre-season (Term in advance) meeting with Sports Department to outline the season ahead.

Equipment

- Organise and hand out each team's gear and equipment needed for the season, or work with the Sports Department to hand out.
- Make sure that there is a running record of uniforms and a system for handing out and collecting that will ensure all uniforms and equipment are accounted for.
- Tally up all gear requirements at the end and start of each season, working from the budget to ensure that the team/s are allocated the necessary playing/training gear and medically prepared with first aid kits.

Coach Development

- Set coaches up with all necessary information they will require for the season including local competition start dates, booking systems for using school facilities, expected code of conduct and equipment.

Player Development

- Look for opportunities to support coaches, bringing in development opportunities from local sports organisations.
- To be responsible for the conduct and behaviour of all those involved with helping the teams.
- Develop a strategy for coaches that may be behaving outside the codes of conduct expected by CHS.
- Look for opportunities to develop players throughout the season.
- Work with local sports organisations to bring in additional training opportunities and skill training sessions to increase the development for players throughout the school.
- Ensure players are aware of Representative opportunities that are available throughout the season and in the off season (if applicable).
- Ensure all players are participating both on and off court/field/pool in the expected CHS code of conduct.

The COACH

- Be prepared to take a minimum 1 hour planned to train each week.
- Attend weekly games and tournaments.
- Abide by and respect the policies and procedures implemented by CHS Sport.
- Conduct themselves as a role model and representative of CHS Sport.
- Demonstrate positive side-line behaviour, always, both on and off the game, throughout the entire season
- Provide good communication first to your manager then to players and parents.
- Provide a supportive and safe training environment that encourages inclusiveness and actively demonstrates diversity management.
- Provide positive development opportunities for all team members.
- Ensure that all players are participating fully in the season for the entire season.
- Meet the individual needs of every player in your team.
- Track the development of each player in your team to ensure that each player has made some gain throughout the season.
- Be knowledgeable in both technical and tactical aspects of your code.
- Have a good basic understanding of first aid and the importance of appropriate warmups and cool downs.
- Seek support where you feel you need it.

The Manager

- Support your COACH.
- Carry out administration as required.
- Facilitate communication within the team regarding practice times, cancellations, availability for games and tournaments.
- The formation of a group email/text for quick updates is essential and does help make getting messages through a lot easier for the manager.
- Arrive when the team does and organize the players to have them ready to start warm up.
- Ensure that any game day administration is completed and organized.
- Ensure all game day uniform requirements are met.
- Take stats for the coach (optional and dependent on the coach).
- Ensure that the First Aid kit has everything that is needed, including ICE.
- Deal with any player disruptions.
- Deal with Parent disruptions at the game and trainings.
- Be clear about the player and parent code of conduct.
- Collect all equipment and be responsible for returning all gear as 1 to the sports office at the end of the season.
- Responsible for the collection of money, from the players, for umpires
- Provide team updates to CHS Sport.

First Team Meeting

The first time you meet with your team is always the most important meeting. This is the place to establish and set ground rules and expectations for the season. It's also a great place to dive into what it is the players want to get out of the season. For example, do we want a win at all cost's mentality? Or are we here for the whole team to develop and winning is our proof of hard work.

The space you create as a coach and manager will set the tone and environment for the rest of the season. So, TAKE YOUR TIME. Spend time getting to know each player. Set activities that will allow players to demonstrate their strengths in character not just technical ability. Who will be your leaders? These are not always the "best players".

Setting clear boundaries is a great way to start. It allows the players to understand what they need to do to ensure a good season. But this space is not always about the coach and manager. Setting expectations should be about the TEAM! And so, it should take a team to develop those expectations.

Our TEAMS Code

This is a great tool for helping you establish ground rules for the season and an awesome way of demonstrating diversity management and inclusiveness. On an A4 sheet design a template that outlines the TEAMS CODE.

- Start by placing 2 of your own rules at the top. E.g., No cell phones at training, always turn up 5mins early, whatever is important to you and your manager.
- Allow the players to add their own rules-that way you have by-in to the rules.
- Finally allow yourself the opportunity to add 1-2 more at the end (as a just in case)
- Once this has been completed and both coach, manager and players are happy.
- Introduce **OUR TEAM CODE**.
- Have all players sign the bottom including the coach and manager.
- This will mean that they are completely aware of the expectations of the coach and manager and vice versa-everyone is in the loop.
- **STICK to them.**
- By outlining at the start of the season the things that you expect to happen you will eliminate/minimise unnecessary issues that may occur throughout the season.

Cambridge High School Code of Conduct

Code of Conduct for Parents/Caregivers

Tips for parents to stamp out Sports Rage.

I WILL

- Encourage my child to play within the rules and respect officials and coaches, decisions.
- Teach my child to respect the efforts of their opponents.
- Remember that players learn best from example so I will applaud good plays and performances by both my child's team and their opponents.
- Give positive comments that motivate and encourage continue effort.
- Support my child's efforts and performance.
- Thank the coaches, officials and other volunteers who give their time to conduct the event for my child.
- Help when asked by a coach or official.
- Respect the rights dignity and worth of people involved in the game, regardless of gender, ability, or cultural background.

I WILL NOT

- Pressure my child in any way – I know that this is their game and not mine
- I will not arrive at the venue intoxicated or drink alcohol at the matches.
- Use bad language, nor will I harass players, coaches, officials, or other spectators.
- Criticize or ridicule my child's performance after or during the game. **Code of Conduct for**

Code of Conduct for Players

Tips for Players: Stamp out Sports Rage.

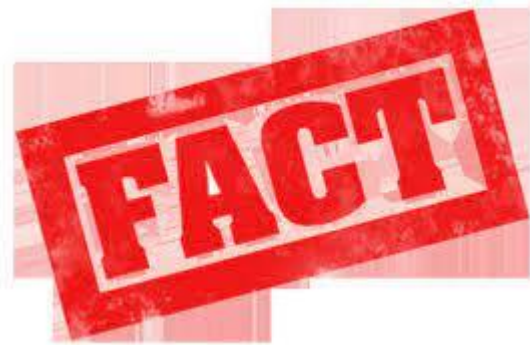
I WILL

- Always play by the rules
- Never argue with an official. If I disagree with a decision, I will inform the captain, coach, or manager during a break or after the competition.
- Control my temper. I understand that verbal abuse of officials and other players or deliberately distracting or provoking an opponent is not acceptable or permitted behaviour in any sport.
- Work equally hard for my team and myself.
- Be a good sport and applaud all good plays whether my team or the opposition makes them.

- Treat all players in my sport, as I like to be treated. I will not bully or take unfair advantage of another competitor.
- Co-operate with my coach, teammates, and opponents.
- Display modesty in victory and graciousness in defeat.
- Participate for my own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background, or religion.
- Thanks, the opposition and officials at the end of the game.
- Comply with drug and alcohol policies.

I WILL NOT:

- Arrive at a venue or play sport while intoxicated.



As a straightforward overview for all Sports:

While students are wearing School or Sports Uniform and/or while they are representing the School, then **ALL SCHOOL RULES APPLY**, no matter the time or date.

Contacts and Support People

Physical Address

Cambridge High School
25 Swayne Road
Cambridge 3493

Postal Address

Cambridge High School
Private Bag 882
Cambridge 3450

School Phone (business hours)

07 827 5415

General enquiries:

Sport@camhigh.school.nz

Department of Sport and Culture

Guy Ockenden

Director Sport and Culture

Gon@camhigh.school.nz

C: 027 573 9411

Lindsey Walters

Sports Administrator

Lws@camhigh.school.nz

C: 027 274 7568

Hanna Glover

Cultural Administrator

Hgr@camhigh.school.nz

USEFUL LINKS:

Cambridge High School <http://www.camhigh.school.nz/>

Cambridge High School Facebook <https://www.facebook.com/cambridgehighnz/>

Waikato Secondary School Sports <https://wsss.org.nz/>

NOTES