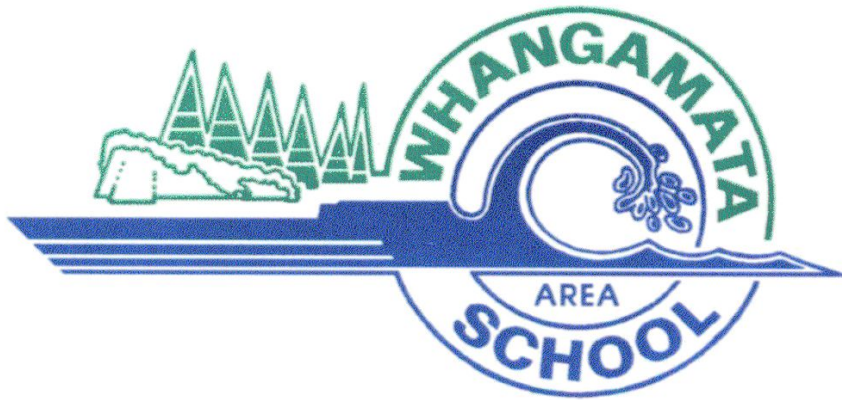


# WAS Sports



2020

Coach Booklet

## **Whangamata Area School Sports**

Whangamata Area School would like to welcome all coaches to the Whangamata 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 Whangamata Area Schools 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 for them to develop skills and achieve at their own level. We strive to take an athlete-centered approach where the needs of the athlete come first. As such we will create an environment which will be:

- Challenging and fun.
- Safe and enhance a sense of belonging.
- Provide equal opportunities for all students.
- Emphasize player accountability, commitment and perseverance.
- Encourage players to learn and develop their skills.
- Foster participation, teamwork, healthy competition and skills development with a view to developing individuals who are confident, creative and accountable decision makers.

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 and want to return for another season.

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

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## 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.

## FEES

- Relay (monthly updates from Sports Coordinator) 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 and Manager will be responsible for
- Funding, if required
- Accommodation – (see Sports Director/ Coordinator for information)
- Transport – (see Sports Director/ Coordinator for information)
- Providing a budget and issuing permission slips to parents
- Teams will not be able to attend tournaments unless all paid in full before the tournament starts - no pay, no play.
- 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 strengths 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 GOOD SPORTS SPINE.
- Ensure draws are distributed, transport is organized and uniforms are always worn correctly – as for manager.
- Carry basic First Aid equipment.
- 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 games (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 Sport coordinator.
- Initiate dialogue, communication, and involvement among parents.
- Complete game sheets and submit to relevant organization.
- Assist where required with medical problems (injuries).

### **Suggestions for getting parents buy in**

- Have a parents travel roster to assist with transport to games - ideally it is not the coaches/managers jobs to drive students to games.
- 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 respect 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
- Relay game results to sports coordinator the next school day after their match.

## CHILD PROTECTION

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, Whangamata Area School 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 behavior 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.**

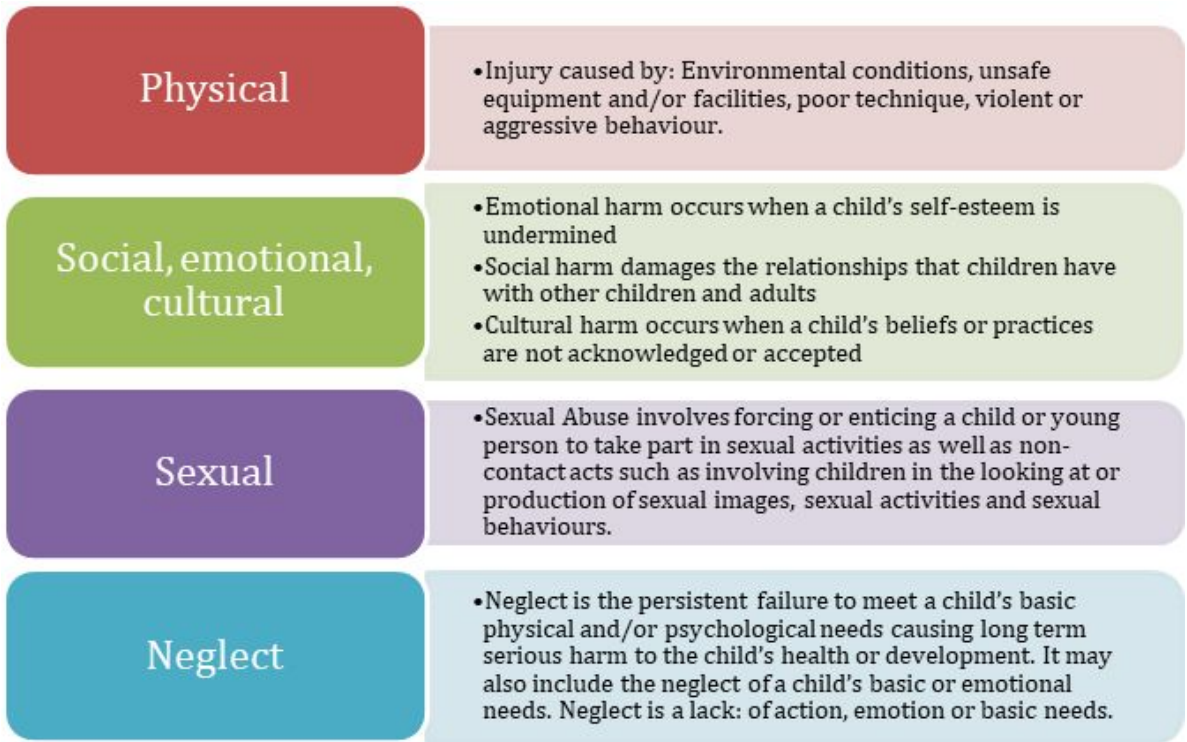
- Do not send children off to train alone and out of sight and supervision
- Ensure that any filming or photography of children is appropriate
- Ensure that all physical contact with children is relevant and appropriate to the activity.
- Do not engage in communication with a child, on a one-on-one basis, 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**

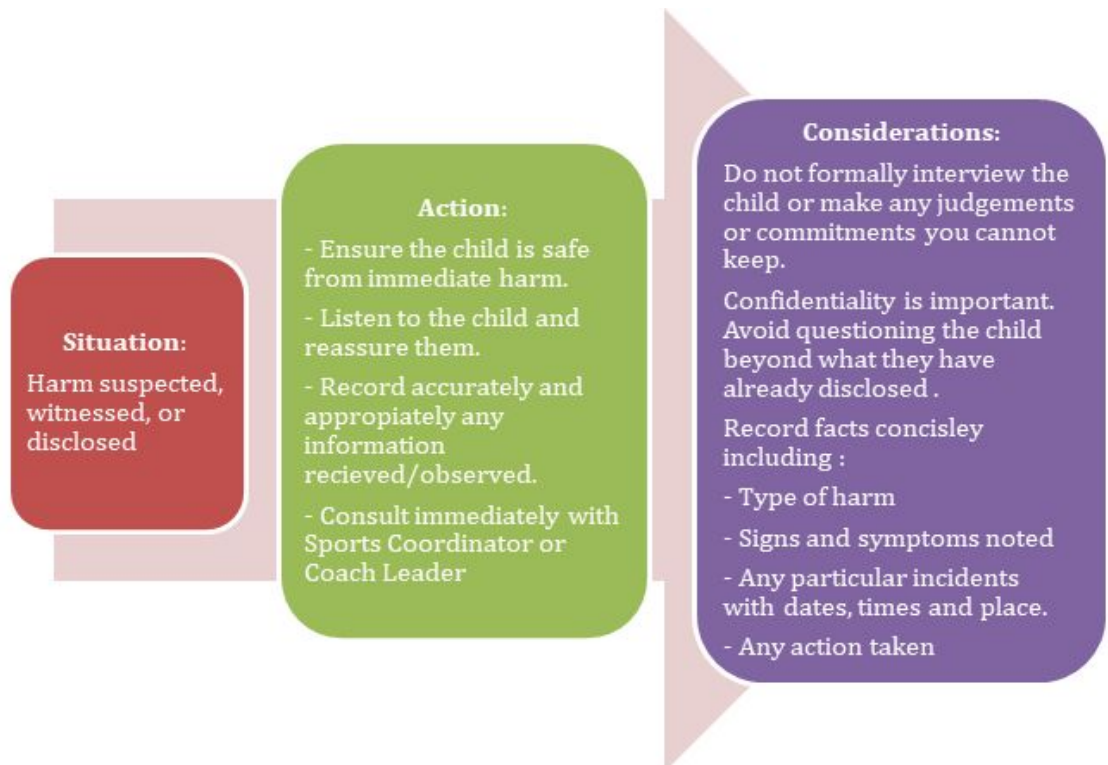
- Avoid private or unobserved situations, including being alone with a child in the changing rooms.
- Avoid entering changing rooms – if you must enter, knock and announce yourself and try to have at least one other adult with you.
- Avoid driving a child unaccompanied.
- Do not invite or encourage children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



**Types of harm:**



**Whangamata Area Schools Process for Responding to Suspected or Disclosed Harm:**



## FAIR PLAY POLICY

Whangamata Area School supports the Hillary Commission Fair Play Policy currently implemented by Schools and Clubs.

### **Principles of Fair Play**

- The underlying principles remain.
- Respect for the game and its rules.
- Respect for the officials and acceptance of decisions.
- Respect for the opponent.
- Concern for equal opportunity.
- Maintenance of dignity under all circumstances.

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.

## SPORTS FACILITY & ADMINISTRATION ROOMS

- Multi purpose Sports Gym & Fitness Centre
- Sports Coordinator Office (located in the gym)
- Rugby Field
- Soccer Field x 2
- Indoor Basketball Court
- Indoor VolleyBall Court
- Badminton Court x 4
- Astroturf Tennis Courts x 3
- Astroturf Netball Courts x 2
- Outdoor Basketball Court
- Cricket Wicket and 2 x Nets
- Outdoor Swimming Pool (Community Pool run separately from school)

## **UNIFORM ISSUE**

This is done through the Sports Coordinators office situated in the Sports Coordinators office and entered into KAMAR. Any uniform not returned at end of season is charged (cost of uniform + 10% for not returning it) to the player.

## **SPORTS EQUIPMENT 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 WAS sports FB page and can be checked by players regularly.

A complete draw will also be provided to the coach. 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/Captain 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 Whangamata Area School's facilities within or outside school hours, please contact the Dee Ross via email on [deer@whangamata.school.nz](mailto:deer@whangamata.school.nz)

## SAFE SPORT

Make sport safe by ensuring 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 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 sports coordinator 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

Whangamata Area School 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 and INJURY RECORDING

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:

**D**anger      **R**esponse      **A**irway **B**reathing      **C**irculation

### Soft Tissue Injuries:

Sprains and bruising can be treated using the method known as **PRICED** =

**P**revention    **R**est    **I**ce    **C**ompression    **E**levation    **D**agnosis

- 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 the 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 a 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
- Pass out or have a blackout
- Vomit
- Behave unusually or seem confused
- Are very irritable
- Have seizures (arms and legs jerk uncontrollably)
- 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 from a Doctor.



**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 3: Coach Planning

### 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:

#### Questions to ask the athletes 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