

OTAGO GIRLS' HIGH SCHOOL

COACHES HANDBOOK

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Welcome to the Otago Girls' High School Coaches Information Booklet. Hopefully this booklet contains enough information for you to have a successful year.

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OTAGO GIRLS HIGH SCHOOL

SPORTS COACH INFORMATION

Many thanks for taking on this role! We hope your season is rewarding and enjoyable.

This booklet will contain information that will make you aware of the requirements and expectations we have of our students and coaches to ensure our students have a positive experience in sport here at OGHS.

All students are required to complete a sports contract to enable them to play a sport at OGHS. To ensure contracts are full filled, please be vigilant about the following:

- Take the roll at each session (sheet provided)
- Relegate a player to reserve status after 2 non-excused absences
- Contact Miss Ward, Ms Hokianga or the Teacher in Charge of the sport, if a student is relegated and we will follow it up.

We want to acknowledge our athletes for their commitment to sport by awarding certificates at school assemblies every month. We would appreciate you as the coach or TIC to put forward nominations for your sport to the Sports Coordinator.

N.B. A note or phone call from parent/caregiver is expected if a student is unavailable for a practice or a match. Coach or Teacher in Charge should receive a message 48hours prior to the practice or game.

Please contact staff if you have any concerns, problems, suggestions or ideas!

Head of Sport
Teacher in Charge of Sport
Sports Coordinator
School Office -Phone 474 0496
School Gym - Phone 4719721

Mr C Richards
Mr D Trickey
Ms C Hokianga

TEAM COACH

ROLE:

The key role of the Coach is to be primarily responsible for the conduct and well being of the members of the team.

RESPONSIBILITIES:

- The coach is deemed to be in charge of his/her team. This is important as the members of the subject team are teenage students, and so, must be accompanied by an adult when outside school grounds.
- A coach must familiarise him/herself with the rules, and schedule of events/competitions, and select/ organise a suitable team to represent Otago Girls' High School.
- Prepare the team, as conditions allow, to perform at its best in competition.
- Communicate information between the team members/captain/vice captain and manager.
- Attend coaches' meetings and or training sessions where possible.
- Ensure players are wearing uniforms correctly and NO jewellery.
- Arrange/attend team meetings and talk to students who may be showing a lack of commitment to trainings and/or games. If this becomes a continual problem, pass on information to Teacher in Charge of the Sport.
- Display Fair play in every aspect of the sport- provide positive encouragement and keep team up spirits.

COACHES CODE OF BEHAVIOUR

- Be reasonable in your demands on players' time, energy and enthusiasm.
- Teach our players that rules of the game are mutual agreements which no one should break.
- Avoid over-playing the talented players. All players deserve an equal amount of playing time.
- Ensure all your players play for fun and enjoyment not only to win.
- Never ridicule or yell at players for making mistakes or losing.
- Develop team respect for opponents and officials.
- Follow the advice of a physician when determining whether an injured player can commence playing.
- Seek to learn from players, other coaches and through resources.

PLAYERS CODE OF BEHAVIOUR

During all games players are expected to:

- Play and abide by the rules of the game as instructed by the Tournament Organising Committee and Umpire(s) of the day.
- Play the game in a sporting manner.
- Not use foul, abusive or insulting language, particularly to other players, officials and spectators.
- Accept without argument the decisions of the Umpire(s).
- Wear the appropriate uniform for games.
- Switch off mobile phones during trainings and games.

TEAM MANAGER

ROLE:

The key role of the Manager is to support the coach and team members through the responsibilities outlined below.

RESPONSIBILITIES:

GENERAL

- Communicate information between the team members/captain/vice captain and coach.
- Organise equipment for the team.
- Help organise the funding for the team.
- Remind team members to be organised e.g return forms, money, uniforms etc on time. Complete activities on time.
- Ensure players are wearing uniforms correctly and NO jewellery.
- Arrange team meetings and talk to students who may be showing a lack of commitment to trainings and/or games. If this becomes a continual problem pass on information to Teacher in Charge of the Sport.
- Be an active supporter to games - provide positive encouragement and keep team spirits up

PRIOR TO TOURNAMENTS

- Attend trainings and games.
- Be an active supporter - provide positive encouragement and keep team spirit up.

- If applicable video games for analysis.
- Organise trip in terms of accommodation, transport, gathering group gear, food, tickets, uniforms, first aid kit etc.

AT TOURNAMENT

- Support for pastoral care and well-being of students
- Organise food shopping and preparation of meals.
- Encourage team members to drink lots of water so they remain hydrated.
- Write up daily schedule - check with coach for team meetings, games, departure times, meal times etc.
- Keep first aid topped up, clean and tidy, make sure ice packs are cold and there is enough ice ready to go, follow up treatments.
- Check score board for game schedules and placings.
- Each day delegate a rookie to fill up drink bottles.
- Each day allocate a rookie to look after balls (if applicable).
- Wash uniforms

OGHS SPORTS TEAM DETAILS

Sport:

Team:

Name	Address	Ph number	Medical Condition	Injury Previous or current

COACH:

